



# Academic Integrity Made Easy



## How to use this resource

As DP students, you will spend a lot of time on investigation and research as you undertake different assessment components. You will be consulting multiple sources and will need to cite each of these, in keeping with stylistic terms and requirements, to meet academic integrity standards. And we know how that can often be confusing!

This resource simplifies academic writing requirements for you and provides useful tips to help you avoid common referencing mistakes. Please note that this resource has been developed per guidance provided in the IB-published document, [Effective citing and referencing](#).

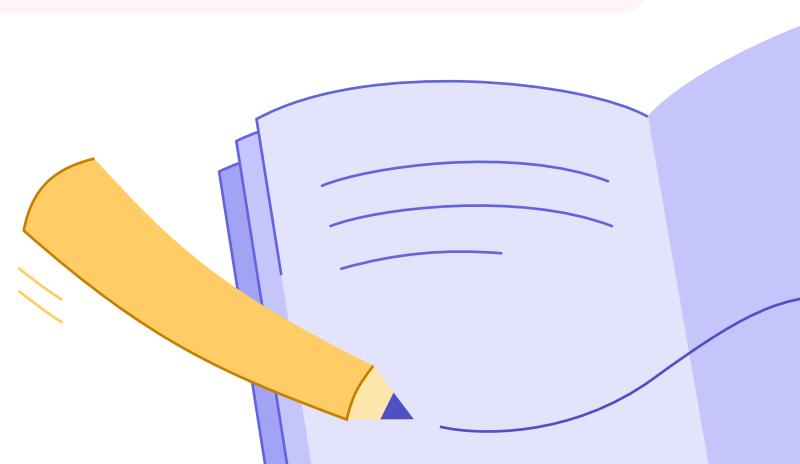
### What is included:

Demystifying citations: What, why, when, and how

Frequently asked questions

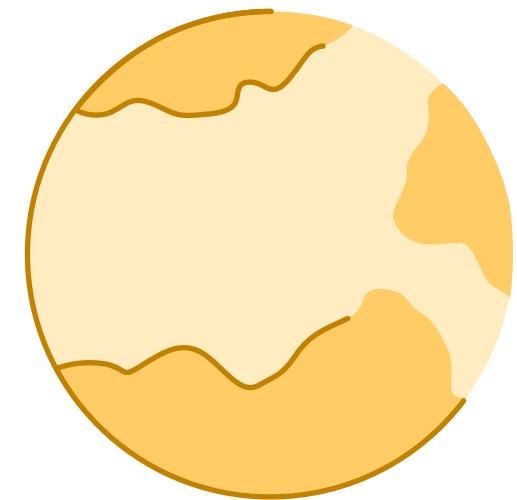
Common mistakes to avoid

Academic integrity checklist



# **Demystifying all things citations**

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## What do we cite?

A "citation" is an indicator to tell the reader that specific material in a work has been borrowed and originates from another source. It also gives the reader the information necessary to locate the original source. Any material taken from any source and in any format should ideally be cited. Here are different types of sources that require a citation; however, this list is not exhaustive:

Textual		Visual	Audio/Visual
Journal	Article	Photograph	Video
Letter	Brochure	Artwork	Song
Newspaper	Statistics	Sculpture	Broadcast
Magazine	Manuscript	Graphic	Lectures
Website	Equation	Map	Interview
Encyclopedia	Book	Logo	Podcast

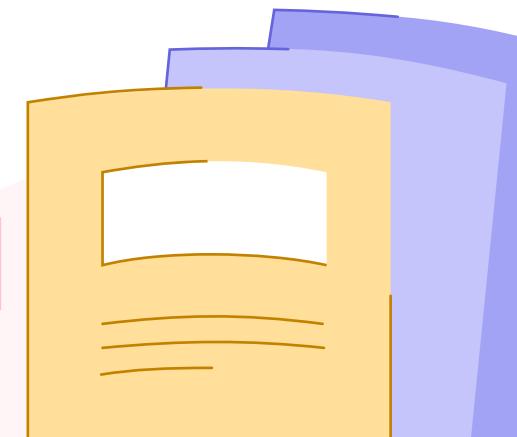
### Student tip:

When borrowing material from sources, try and avoid lengthy ones. You can't gain much credit for quoting large chunks of someone else's work in your assignments!

## Why do we cite?

Giving credit to the original author by citing sources is the only way to use other people's work without plagiarizing. But there are several other reasons to cite sources:

- Citations are beneficial to anyone who wants to learn more about your ideas and where they came from.
- Citing sources shows the amount of research done.
- Not all sources are good or right - your ideas may often be more accurate or interesting than those of your sources. Proper citation will keep you from taking the rap for someone else's bad ideas!
- Citing sources strengthens your work by lending outside support to ideas.



## When do we cite?

According to the [Effective citing and referencing](#), "when we acknowledge the use of materials or ideas that are not ours, the reader must be able to clearly distinguish between our own words, illustrations, findings and ideas and the words and work of other creators." If there is uncertainty about whether a citation is needed, it is best to consult with the "To cite or not to cite" table below!

What is it?	Is a citation needed?	Elaboration
<b>Quotations:</b> Word for word copied original text	Yes	Use quotation marks for shorter quotes and indent longer quotes.
<b>Paraphrasing:</b> Re-writing material in your own words	Yes	Avoid quotation marks around paraphrased content unless using an exact phrase or unique term from the original source.
<b>Visuals and audios:</b> Images, illustrations, graphs, music, voice notes, computer codes, etc.	Yes	Acknowledge any ideas gained in whichever format possible.
<b>Ideas:</b> Other people's ideas or concepts	Yes	Acknowledge any ideas gained from others.
<b>Common, factual knowledge:</b> Information that can be found in a variety of sources	No	If uncertain about the commonality of a piece of information, acknowledge the source.
<b>Your own original ideas and work</b>	No	Anything you create does not have to be cited.



## How do we cite?

The citation in the text can be done by:

- An introductory phrase
- An in-text citation at the end of the sentence
- A superscript or bracketed number that leads to a similarly numbered footnote, endnote, or reference.

### “ Citing evidence by an introductory phrase

One may integrate evidence using an introductory phrase.

Below are some examples of signal phrases or tag lines to use.

- As noted on page 79,
- When the author states, " ...."
- An example of this occurs when the main character says, "..."
- As stated in the text,
- The author illustrates this point when she states,
- Toward the end of the story, Abby says, "..."
- As John Steward points out,
- In the words of ...

### “ Citing evidence by an in-text citation

One may integrate evidence using in-text citations.

Here are different types of in-text citations:

#### Author

In-text citations are done by parenthetical citation providing:

- the last name of the author
- page number(s) from which the quotation or paraphrase is taken, if applicable.

Example: (Danubi, P. 204)

#### Author-date

In-text citations are done by parenthetical citation providing:

- the last name of the author, and;
- the year of publication from which the quotation or paraphrase is taken, and the page number, if applicable.

Example: (Danubi, 2020, P. 30)

## “ Citing evidence by superscript or bracketed number

Alternatively, one may integrate evidence using superscripts or bracketed numbers.

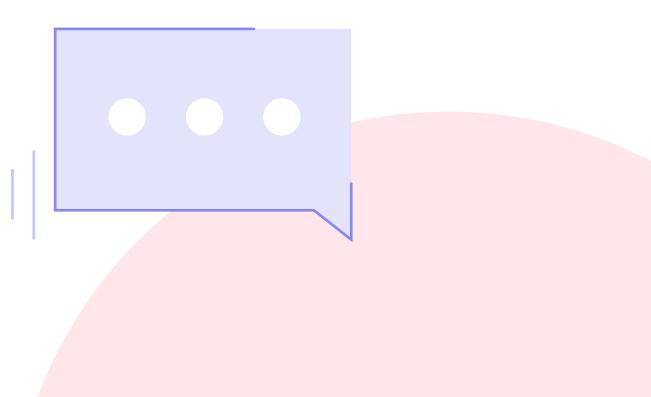
- Superscript note numbers that come after the referenced passage and after the final punctuation mark, if used

Example: Many of the peasants were in truly desperate straits.<sup>12</sup>

- Corresponding footnotes placed at the bottom of the reference page containing all reference details from which the quotation or paraphrase is taken; when using a source for a second or subsequent time, a shorter footnote reference is sufficient.

## Note:

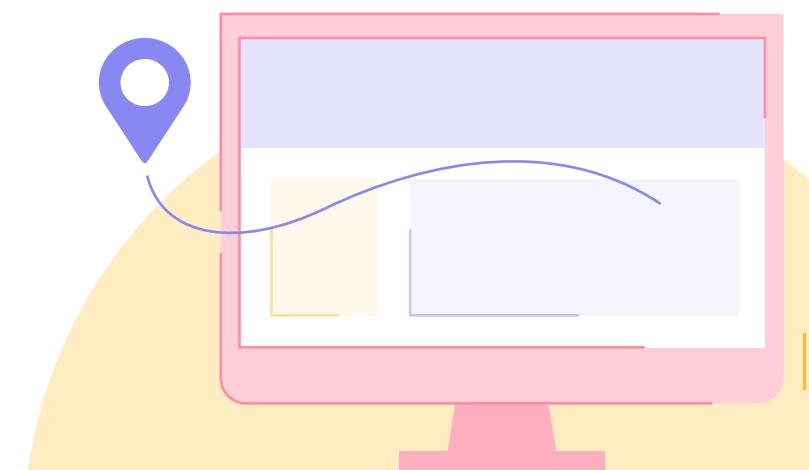
**References and works cited** refer to sources quoted within the completed work and are used interchangeably depending on the style guide adopted. **Bibliographies** refer to sources that are directly quoted as well as those that were only consulted.



## Where do we locate citation information for websites and web pages?

Students often opt for a Websearch in their investigation process, depending on articles, websites, journals, and videos, to name a few. This introduces the problem of inconsistent documentation of necessary information about the origin of the source across sources and requires some digging around. Below is a list of tips that help in navigating online sources.

- As a rule of thumb, most sources place information about the source either in the header or the footer of the page.
- Sometimes, especially with articles, information about the author and date of publication can be found in a sidebar.
- At times, you will need to move up the website to find the necessary information. For example: if the web page [www.something.com/article.htm](http://www.something.com/article.htm) does not contain information such as the author, move up to [www.something.com](http://www.something.com) to find the information.
- At other times, you will need to move down the website to find the necessary information. For example: if the web page [www.something.com/article.htm](http://www.something.com/article.htm) does not contain information such as the author, move down to [www.something.com/article/bio](http://www.something.com/article/bio) to find the information.
- When dealing with content written by an institution or organization, often, they do not provide the name of a single author, hence, you will have to put the name of the institution or organization as the author.



# Choosing a referencing style

A referencing style is a standardized way of citing and referencing your sources in a completed work. There are multiple style guides that exist and, as indicated in the [Effective citing and referencing](#) guide, the IB does not prescribe a particular style guide. The rule of thumb is to ensure consistent application of the chosen style guide throughout the completed work. The most popular style guides out there are listed below, along with the DP subjects they may be suitable for:

MLA (Modern Language Association)	Group 1: Language A subjects Group 2: Language B subjects Group 3: Individual and societies Group 6: Drama and Music	Chicago /Turabian	Group 1: Language A subjects Group 3: Business and History Group 6: Arts
Harvard	Group 1: Language A subjects Group 2: Language B subjects Group 3: Individual and societies Group 6: Drama and Music	Institute of Electrical & Electronics Engineers Style (IEEE)	Group 4: Computer science
APA (American Psychological Association)	Group 3: Psychology, Economics, Business Group 4: Sciences	American Medical Association (AMA)	Group 4: Biology
		American Mathematical Society (AMS)	Group 5: Mathematics subjects

## Student tip:

Many schools stick to one uniform style guide across subjects. Make sure to consult with your teacher, school librarian, or DP coordinator to determine what the expectations are. You may also like to consult [Purdue Online Writing Lab](#) for instructions on how to cite using different style guides.



## Comparing popular style guides

In general, style guides essentially do the same thing but the way in which a source's details are listed differs. A side-by-side comparison of bibliography entries for three popular style guides is shown below:

Type of source	MLA	APA	Chicago
Book	Author's Last name, First name. Title of Book. City of Publication, Publisher, Publication Date. <b>Example:</b> Gleick, James. Chaos: Making a New Science. Penguin, 1987.	Author's Last name, First initial. Middle initial. (Year Published). Title of work. Publisher. <b>Example:</b> Gleick, J. (1987). Chaos: Making a New Science. Penguin.	Author's Last name, First name. Title of Book. Place of publication: Publisher, Year of publication. <b>Example:</b> Gleick, James. Chaos: Making a New Science. USA: Penguin, 1987
Magazine	Author(s). "Title of Article." Title of Periodical, Day Month Year, pages. <b>Example:</b> Poniewozik, James. "TV Makes a Too-Close Call." Time, 20 Nov. 2000, pp. 70-71.	Author's Last name, Initials. (Year, Month Day). Article title. Magazine Name, Volume (Issue), page range. <b>Example:</b> Poniewozik, J (2000, November 20). TV Makes a Too-Close Call. Time, 70 - 71.	Author's Last Name, First Name. "Title of Article: Subtitle." Title of Magazine, Date of Publication. <b>Example:</b> Poniewozik, James. "TV Makes a Too-Close Call." Time, November 20, 2000.
Website	Author's Last name, First name. "Title of Web Page." Title of Website, Publisher, Date published. URL. date accessed. <b>Example:</b> Price, Devon. "Laziness Does Not Exist." Medium, 15 July 2020, <a href="https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01">humanparts.medium.com/laziness-does-not-exist-3af27e312d01</a> . Accessed 22 Jan. 2022.	Author's Last name, F. M. (Year, Month Date). Title of page. Site name. URL <b>Example:</b> Price, D. (2020, July 15). Laziness does not exist. Medium. <a href="https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01">https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01</a> .	Author's Last name, First name. "Title of Web Page." Publishing Organization or Name of Website in Italics. Publication date and/or access date if available. URL. <b>Example:</b> Price, Devon. "Laziness Does Not Exist." Medium. Last modified July 15, 2020. <a href="https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01">https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01</a> .

Type of source	MLA	APA	Chicago
Journal	<p>Author's Last name, First name. "Title of Article." Title of Journal, vol. Volume, no. Issue, Month Year of publication, pp. Pages, URL.</p> <p><b>Example:</b> Ahmed, Sara. "A phenomenology of whiteness." Feminist Theory, vol. 8, no. 2, 2007, pp. 149-168. <a href="https://doi.org/10.1177/1464700107078139">https://doi.org/10.1177/1464700107078139</a>.</p>	<p>Author, A. A., Author, B. B., &amp; Author, C. C. (Year). Title of article. Title of Periodical, volume number (issue number), pages. DOI/URL.</p> <p><b>Example:</b> Ahmed, S. (2007). A phenomenology of whiteness. Feminist Theory, 8(2), 149-168. <a href="https://doi.org/10.1177/1464700107078139">https://doi.org/10.1177/1464700107078139</a></p>	<p>Author's Last name, First name. "Article Title." Journal Name Volume, no. Issue (Month or Season Year): Page range. Database Name.</p> <p><b>Example:</b> Ahmed, Sara. "A phenomenology of whiteness." Feminist Theory 8, no. 2 (2007), 149-168. doi:10.1177/1464700107078139.</p>

## Note:

### Footnotes

Certain style guides require that you use either footnotes or in-text citations, or both. Nevertheless, it is essential to remember that footnotes count towards the final word count for assessments. Remember that footnotes cannot contain additional information as they are **only** meant for citations; not annotations.



Check with your teacher, school librarian, or DP coordinator to understand your school's expectations regarding footnotes and in-text citations.

## Elements to be included in a reference

Book	Book	Chapter from book (essays, readings, etc.)	Online book	E-book	Newspaper, magazine article	Journal paper	Electronic newspaper, magazine article	Electronic journal paper	Internet/web page	Website	Image, graph, graphic	Video	Blog
Authors Creators	Y	Y	Y	Y	IAV	Y	IAV	Y	IAV	IAV	IAV	IAV	Y
Chapter, article, page title	N	Y	N	N	Y	Y	Y	Y	Y	N	N	N	Y
Title	Y	Y	Y	Y	N	N	N	N	Y	Y	Y	Y	Y
Periodical name	N	N	N	N	Y	Y	Y	Y	N	N	N	N	N
Institution, publisher, and city	Y	Y	Y	Y	N	N	N	N	IAP	IAP	IAP	IAP	N
URL/DOI	N	N	Y	N	N	N	N	Y	Y	Y	IAP	IAP	Y
Publication date	Y	Y	Y	Y	Y	Y	Y	Y	IAV	IAV	IAV	IAV	IAV
Volume, issue number	N	N	N	N	N	Y	N	Y	N	N	N	N	N
Page number(s)	N	Y	N	N	Y	Y	IAV	IAV	N	N	N	N	N
Database name	N	N	N	N	N	N	IAP	IAP	N	N	N	N	N
E-reader, device	N	N	N	Y	N	N	IAP	IAP	N	N	N	N	N
Edition	IAP	IAP	IAP	IAP	N	N	N	N	N	N	N	N	N
Editors	N	IAP	N	N	N	N	N	N	N	N	N	N	N
Date accessed	N	N	N	N	N	N	N	N	U	Y	IAP	IAP	Y

Index
Yes: Y
No: N
U: Usually
If applicable: IAP
If available: IAV

## Citation generators

Manual citation means that you actively look for all necessary information from a source and put together the citation yourself. If you're having trouble remembering different citation formats or making sense of many sources, online citation generators, such as [easybib](#), [Opendemia](#), [Citation machine](#), [Cite this for me](#), etc. can also prove useful. Additionally, popular word-processing programs like MS Word, Apple Pages, and Google Docs all come with integrated referencing tools. You can easily add citations in various styles including APA, Chicago-style, Turabian, Harvard, and MLA. Afterward, you can automatically generate a bibliography or works cited list of the sources you have used.

Below are some videos and articles with step-by-step guidance on how to add citations and references in different word-processing tools:

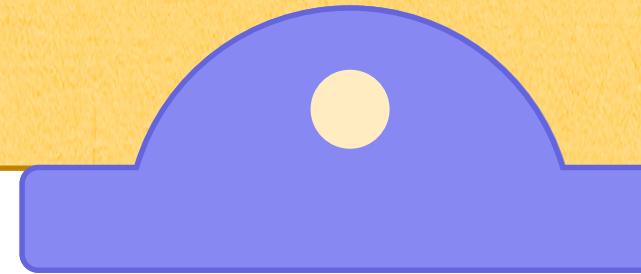
- For [Microsoft Word](#)
- For [Google Docs](#)
- For [LibreOffice Writer](#)
- For [Apple Pages](#)

### Student tip:



After entering information about your sources, online citation generator tools assist you in producing correctly formatted citations. However, you need to check the validity of the information that has been located online and double-check that all information is accurately placed in the different fields of the generator.

# **Common mistakes to avoid**



Maintaining academic integrity entails adopting some best practices to avoid unintentional mistakes. To help you better navigate and implement academic integrity, below are some tips to help you improve as an inquirer and communicator:



### Follow your school's style guide(s)

Ensure to follow your school's style guide, as guidance will be provided accordingly. Switching to another style guide might bring about confusion and citation inconsistencies.



### Be consistent with your chosen style guide

Your school usually determines your style guide. Some schools introduce different styles for different subjects. Whichever style you follow, make sure it's consistent throughout your work. Double-check your citations to ensure any last-minute improvements are needed before you turn in your work.



### Pay attention to your full stop placements

Pay close attention to where you put your full stops (.) and make sure they match the style guide. The period is usually placed outside and after the parenthesis in most style guides, such as APA and MLA. Keep reminding yourself that the citation is part of the sentence and fits within it.



### Cite yourself when necessary

Self-plagiarism is a real phenomenon, and you can be doing it without even realizing it. It may seem unusual but plagiarizing yourself means using an idea from a previous work you authored without properly citing it. Just remember to cite your work as you would other people's.



### Verify the types of sources

To develop a robust work, you will be looking at various sources such as books, films, journal articles, etc. Many of the sources used by students today are digital, which adds additional complexity to identifying the type of source.

To overcome this, you can refer to the relevant style guide to help you decide. If you're unsure, ask your school librarian for further guidance.



### Cite as you write

Once you have completed your research and begun writing, add your citations simultaneously rather than leave them till the end. Postponing citations might lead to missed information, a missed citation, or additional work. So, start early, write like a pro, and cite.



### Crosscheck your citations with your reference list

You need an in-text citation/footnote and a reference list/bibliography entry when you borrow material from an external source. Students often forget the inclusion of a source in the reference list. To avoid this fairly common mistake, crosscheck your citations with your reference list once you finish the work. Alternatively, embedding citations automatically on Word will prompt you to generate an automatic reference list!



### Avoid multiple citations of the same source

Citing a source in multiple sentences is repetitive and redundant. To avoid this, you can introduce a source with a signal phrase or tag lines to indicate that upcoming sentences will refer to this source. Examples of these signal phrases are provided in this guide.



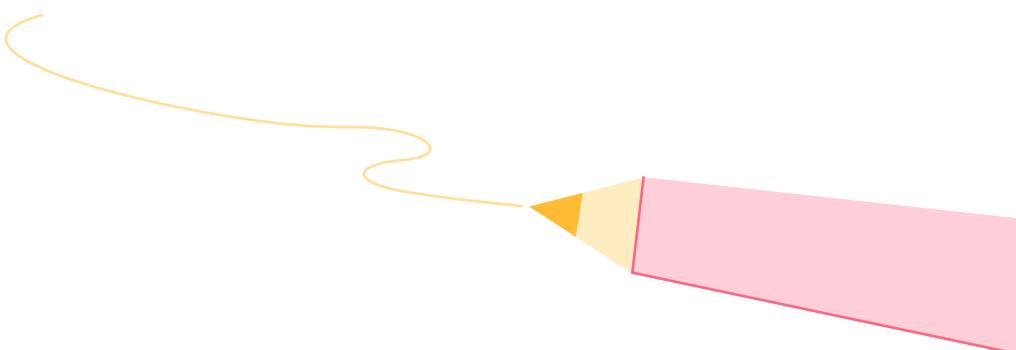
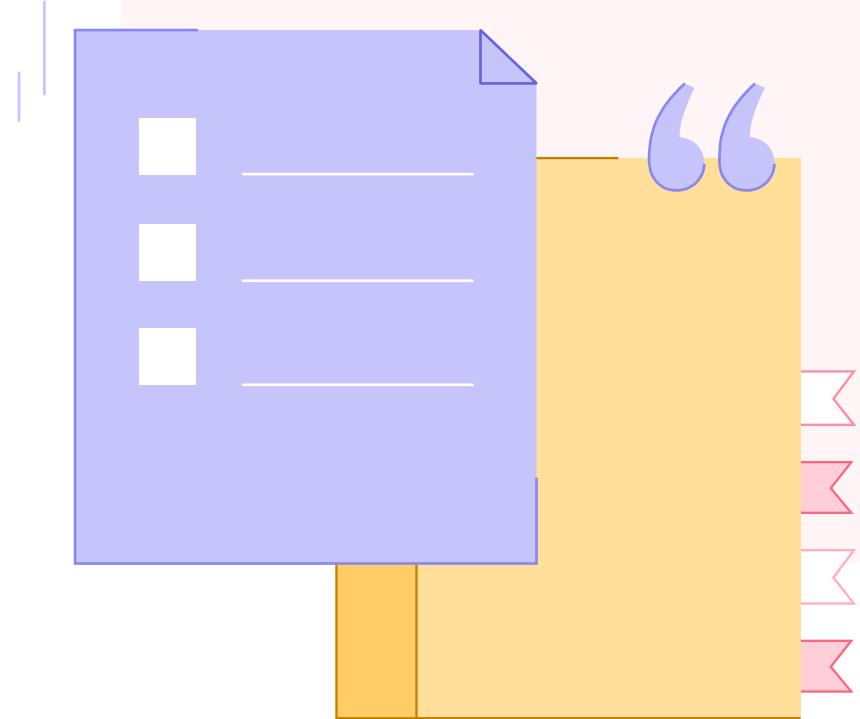
### Use the right amount of sources

Students often struggle to decide on the number of sources to use for a particular work. There is no set formula to help you with that. The advice here is to ensure you're reading a diverse selection of high-quality content. Consider why you're citing someone, as well as whether a citation is required to back up a point or acknowledge where your argument was preceded or influenced by another author. Finally, engage with the material you're citing.



### Formatting is key

The formatting of a citation is essential. Ensure you follow the formatting requirements of your chosen style guide, such as underlining titles, italicizing source origin, capitalizing the first letter of an author's name, etc.



# Documentation checklist

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## Documentation checklist

Documentation is the process of indicating sources in the text (citation) and giving full details (references) to enable another reader to locate the sources. Below is an IB-published checklist that you can utilize to ensure consistency in completing the documentation of any assessment component or work:

- When you have used an author's exact words, have you put "quotation marks" around the quotation and named (cited) the original writer? (If you indent your quotation(s), quotation marks are not needed, but the author must still be cited; have you cited your indented quotations?)
- When you put someone else's thoughts and ideas in your own words, have you still named (cited) the original author(s)?
- When you use someone else's words or work, is it clear where such use starts—and where it finishes?
- Have you included full references for all borrowed images, tables, graphs, maps, and so on?
- Print material: Have you included the page number(s) of print material you have used (Especially important with exact quotations)?
- Internet material: Have you included both the date on which the material was posted and the date of your last visit to the web page or site?
- Internet material: Have you included the URL or the DOI?
- Is there a complete reference in your list of references (works cited/bibliography) for each citation in the text at the end? Is the citation a direct link to the first word(s) of the reference?
- Is there a citation in the text for each reference in the list of references (works cited/bibliography) at the end? Do(es) the first word(s) of the reference link directly to the citation as used?
- Is your list of references (works cited/bibliography) in alphabetical order, with the author's last name first?

# Frequently asked questions

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**Q. Does it matter how much was copied?**

A. Even if the smallest part of a work has been plagiarized, it is still considered a copyright violation.

**Q. Can I use material if I cite the source?**

A. You can borrow ideas or phrases from other sources, provided you cite them correctly and consistently. As a rule, however, you should be careful about borrowing too liberally. If the case can be made that your work consists predominantly of someone else's words or ideas, you may still be susceptible to charges of plagiarism.

**Q. Should in-text citations include a date?**

A. Although not explicitly stated, it is recommended to add the date.

**Q. Does intention matter?**

A. Ignorance of the rules and regulations is never an excuse. So even if you did not realize you were plagiarizing, you might still be found guilty. If you can demonstrate, based on the amount you borrowed and the way you have incorporated it into your own work, indicating fair use, the chances are that your case might be reconsidered.

**Q. Do in-text citations suffice as documentation of the source?**

A. No, students have to generate a bibliography, a 'works cited' list, or a references list.

**Q. Do schools have to use one consistent style guide, or can they use different style guides in different subjects?**

**A.** It is the school's call. However, too many style guides across subjects might confuse the students and result in more issues than solutions.

**Q. If I cite, it's ok to use someone else's work, right?**

**A.** Even if you cite the work, over-relying on a source or near-identical paraphrasing of the original work is considered plagiarism. Further, using copyright-protected material without permission is regarded as a copyright violation.

**Q. How can I know for sure that I did not plagiarize?**

**A.** There are numerous types of plagiarism that have been identified. To clarify what constitutes plagiarism, you can find in the appendix a table that outlines and defines the most common types. This will assist you in identifying and avoiding such behavior.

**Q. How can I avoid unintentional plagiarism?**

**A.** Unintentional plagiarism can happen due to the following reasons:

- Referencing either an expired link, or an incorrect source. Students should ensure that all links are accurately provided with last accessed dates.
- Collecting information from multiple sources, and combining it into one work by paraphrasing. This is often owing to poor notetaking. To avoid this, take clear and consistent notes, use quotation marks around any verbatim text, and include basic citations in your notes, including page numbers.

# Appendix

## Types of academic malpractice

There are many identified types of academic malpractice. Outlined below is a list of the most common types:



### Accessing unauthorized material

Leaving unauthorized material in a restroom that may be visited during an examination



### Bribery

Offering a bribe for an academic advantage



### Collaborating

Collaborating on a lab, project, or other assignment and submitting identical matter other than data collection (which can be done collaboratively)



### Copying text

Copying with or without translation, without appropriate referencing



### Disclose content

Disclosing and/or discussing the examination content outside the school community within 24 hours after the examination



### Duplication of work

Presenting the same work for different assessment components and/or diploma requirements



### Enabling academic dishonesty

Enabling academic dishonesty in another student including withholding information about the same



### Exchanging information

Exchanging, or supporting the exchange of information between students during an examination



### Collusion

Supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another student



### Falsification

Falsifying information such as activity records on CAS records



### Ghostwriting

Someone else writes or plans student work



### Impersonation

Impersonation of another student



### Mark manipulation

Tampering with or manipulating marks after paper distribution



### Misrepresentation

Offering inaccurate information when confronted about academic dishonesty



### Fabrication

Unauthorized creating or altering of data



### Plagiarism

Representing, intentionally or unintentionally, the ideas, words, or work of another person without proper, clear, and explicit acknowledgment



### Stealing

Stealing test and examination papers



### Unauthorized material

Taking unauthorized material into the examination hall



### Unauthorized tools

Using tools or devices such as a calculator when not permitted or using a tool/device that is not authorized by the IB



### Violate instructions

Failing to comply with instructions of the examination-in-charge/invigilator

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**Chiara Fornetti**

Technology Coordinator  
La Scuola International School



"We were earlier using multiple platforms for planning, portfolios, reports, and school-home communication. Not only has Toddle made things so much simpler, but also helped us reduce our technology spend."

**Nita Luthria Row**

Head of Junior School,  
Bombay International  
School, India



"We're so grateful to have used Toddle for authorization - our teachers were completely stress-free and we had all our evidence - at a click of a button."

**Candice Combrinck**

Head of Primary,  
Dubai International  
Academy, UAE



Let's have a chat!

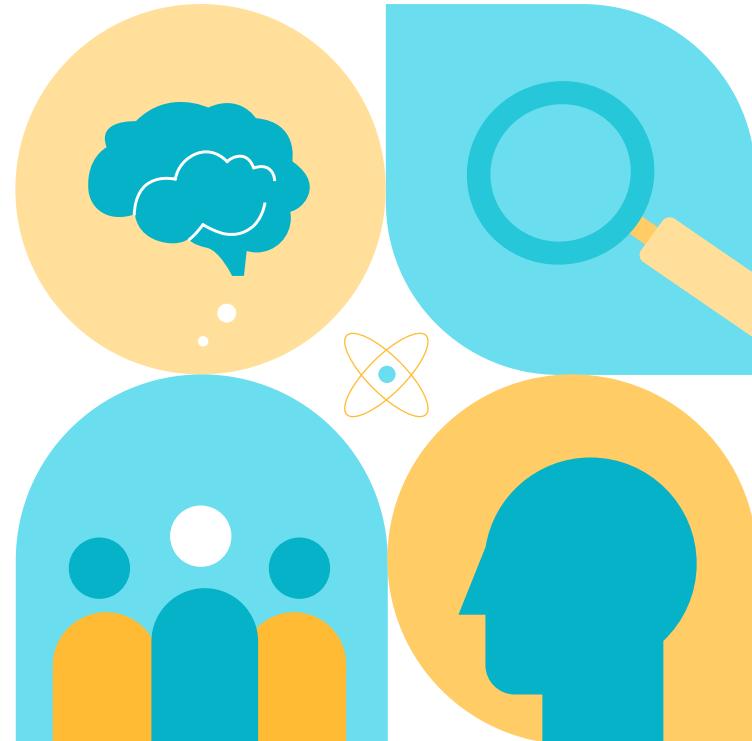


That's the end of the resource!  
Wondering who created it?

## **It's every DP educator's best friend - Toddle**

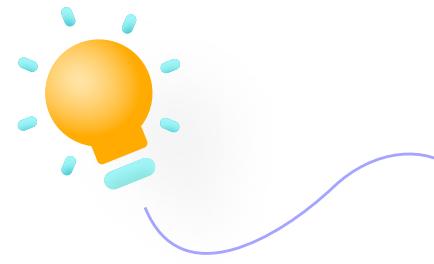
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