GATEWAY INTERNATIONAL SCHOOL

Academic Honesty Policy 2022-2023

Reviewed on July 2022

MISSION STATEMENT IB

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end, the organization works with schools, governments, and global organizations to offer challenging world-class educational programmes and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Vision and Mission Statement of GIS

Vision

Creating responsible global citizens who realize their maximum intellectual and human potential.

Mission

GIS provides a whole education program that balances academic excellence with character building. We foster knowledgeable, unbiased, caring inquirers with an inclusive perspective by inspiring them to become lifelong learners, peace ambassadors and tomorrow's leaders in the local as well as the global context.

IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS
We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE
We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS
We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED
We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING
We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS
We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED
We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE
We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

ACADEMIC INTEGRITY POLICY

Academic honesty and personal integrity are fundamental components of a student's education and character development. GIS expects the students to conduct themselves with the highest level of academic ethics. Students who engage in academic honesty demonstrate personal integrity and respect for others. When students understand the importance of academic honesty and adopt academically ethical behaviours, they are more likely to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective. Gateway International School's Academic Honesty Policy is reviewed by the principal, staff members, the coordinator, and a special needs educator at the beginning of each academic year.

We at Gateway

- Believe that all children should have equal opportunity to attend our school which includes children with differential abilities.
- We make reasonable adjustments to ensure that pupils and members of staff and members of the public are not disadvantaged.
- We ensure that pupils with differential ability will not be treated less favourably than others.
- We identify and respond to the individual needs of all students.
- Set perfect ambience for enhanced learning.
- We value individuals and provide scholarships for children with weak financial backgrounds.
- We ensure that parents can play their part in supporting their ward's education.

Academic Honesty

Academic Honesty Policy is designed to define and clarify the expectations associated with the submission of authentic work and to acknowledge responsibility for the production of known work, recognition of the work of others, and maintain honour and trust in the learning environment. The term denotes the role of students in behaving and respecting the ownership of ideas and material of other people and working honestly in researching and presenting schoolwork, and also reflecting it during assessment tasks.

Plagiarism

The term denotes the usage of words, ideas or work products or work other than text like art, music, etc., done by other students without acknowledging the source from which it was obtained to obtain some benefit, credit or gain. It is also an act of using or closely imitating the language and thoughts of another author without authorization, or representation of any work as one's own by not crediting the original author.

Duplication

The term is used when the same work is utilized for all the other assessment components or other course requirements. It also denotes copying information, quotation marks, paraphrasing from a book or a website, duplicating a nonverbal work like the photo, dance, painting and musical composition, etc.

Collusion

Sometimes the students collaborate to complete their work. But it is understood that the students should produce their work independently even though their work is based on the same or similar dates and/or research as another student. The term also includes helping or allowing your work to be copied or writing a paper or doing homework for another student and sharing information about assessment content and questions with other students

Intellectual Property

Academic Honesty protects all forms of intellectual and creative expression like registered designs, trademarks, moral rights, patents and copyright.

Unfair Practice

The term unfair practice denotes an unfair academic advantage like falsifying data, records, altering grades, citation, disclosing assessment information, sharing passwords, using unauthorized material, impersonating, misconduct during testing times, or students submitting an assignment as their own without acknowledging original ownership.

IMPLEMENTATION OF THE ACADEMIC HONESTY POLICY

At Gateway International School, by the International Baccalaureate Learner Profile, Academic Honesty exemplifies as the important attribute of "Principled".

The following measures are taken in GIS to ensure that academic honesty is implemented:

- Orientation for teachers on the importance of Academic Honesty
- Collaborative meetings for teachers to review the policy every academic session.
- Orientation for parents and students on the importance of Academic Honesty
- Use of plagiarism checker by teachers to establish the authenticity of submitted work
- Adhering to the IB examination rules and regulations in all summative assessments (refer to Appendix C)
- Use of citations and bibliographies during teaching and learning.

Process of Monitoring and Sanctions

SANCTION: For PYP

Consequences for deliberate plagiarism, Collusion and Misconduct during assessment in 5th grade /PYP

First incident:

- The students have the opportunity to correct the error.
- The teacher will lead a reflection session with the student.

- IB PYP Coordinator will be informed.
- Parents will be informed.

Second Incident:

o   No opportunity to correct the error.

o   PYP IB Coordinator to be informed and lead a reflection session.

o   Parents to be invited into school.

o   Student signs a formal letter of commitment about future conduct.

Third Incident:

Suspension from school for a time is to be decided by the head of the school.

SANCTION For MYP:

In case of plagiarism, the MYP student will be obliged to re-do his/her work following the teacher's guidelines. The students will receive a "zero" or "No Credit" for an assignment attempted or completed through cheating. At the discretion of the teacher, the student may be required to complete the assignment for reduced credit. Depending on the student's history of misconduct, other action may be taken including detention or suspension. In serious cases or for second offences, the student who cheats may be dropped from MYP at the discretion of the administration and in cases of persistent malpractice, the MYP student may not be admitted to the Diploma Programme.

The sanction for DP:

- The teachers submit all Internal Assessment and Extended Essays through Grammarly, a text-matching software which is the first level of safeguard to ensure that students are submitting their original work and also to help the students to improve their writing, avoiding plagiarism and also over-reliance on other people's work.
- In case of malpractice discovered before his/her work, before his/her signing the cover sheet, the DP student will be obliged to re-do work that needs to be submitted to IBO for assessment. Work required for internal school purposes cannot be re-done.
- If the student repeatedly violates the rules of academic honesty, it will affect the student's behaviour grade, which will be lowered.

- A formal letter will be placed in a student's file, describing the incident as relevant. In addition, the student may receive an internal suspension and in severe cases, the student may be suspended or dismissed from the school.
- work that violates the rules of academic honesty will receive a zero as a grade
  • the zero will affect a semester grade by the school assessment policy
  • in cases of persistent malpractice, the Head of School, following the IB Coordinator's question, may refuse to register the student as an IB diploma or certificate candidate

Consequences for the first violation may include, but are not limited to the following actions:

- A reduced grade on the work for which the violation was committed. This work may be a quiz, test, paper, project, homework assignment, or other coursework. At the investigator's discretion, the grade for the work may be reduced to zero.
- Delivering a written warning statement to the parents or legal guardians of the student.

Consequences for subsequent violations may include any of the actions above, in addition to the following:

- A reduced grade on the course for which the violation was committed. This work may be a quiz, test, paper, project, homework assignment, or other coursework. At the investigator's discretion, the grade for the work may be reduced to zero.
- Temporary or permanent exclusion from extracurricular activities, including removal from student organizations, sports teams, or other school-related activities.
- Short term ban from attending the school.

Consequences imposed by the IBO:

- In the case of 'academic infringement', when the amount of plagiarism is minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject.
- If a work or a piece of work has been plagiarized, no grade will be awarded in the subject concerned, which results in no diploma being awarded to the candidate
- If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the candidate may not be permitted to register for examinations in any future session

- Misconduct during an examination will result in no grade being awarded in the subject.
- Concerned, which results in no diploma being awarded to the candidate
- If a student falsifies a CAS record, the CAS requirements will need to be completed within 12 months, but the diploma will not be issued until one year after the diploma session
- If after the award of the diploma (eg. during an enquiry upon results), it is established that the candidate is guilty of malpractice, an IB diploma, or a certificate, may be withdrawn from that candidate.

GIS Students are expected to follow the given instructions:
- Does his/her work,
- Acknowledge the help they get from their parents, other students and friends,
- Acknowledge information taken from books, CD-ROMs and the Internet,
- Acknowledge the source of direct quotations,
- Acknowledge reference materials in a bibliography,
- Know what constitutes cheating and abides by the rules
- Bring the effort of others who cheat to the attention of school authorities,
- Following all exam rules,
- Does not use notes during a test unless allowed by a teacher
- Does not copy from another student during a test
- Does not copy from the homework of another student and does not give his work to copy.
- Does not do homework for another student
- Must be aware that forms of intellectual and creative expression like works of literature, art or music must be respected and are normally protected by law.
- Does not involve falsifying a CS/CAS Record.
- Should not take unauthorized material into an examination room like cell/mobile phone, or an electronic device other than a permitted calculator, written notes like own rough paper, notes.
- During examination should not disclose or discuss the content of an examination paper with a person outside the immediate school community within 24 hours after the examination.
- Should not steal examination or test papers and should not impersonate another candidate

The students receive the following guidelines at the beginning of the academic year regarding

- The usage of the Library and Internet
- How to acknowledge sources informally in writing and speech.
- Relevant use of direct quotations and citations
- How to write the bibliography
- The basic note-taking skills
- The simple paraphrasing and adaptation of source material
- Cheating and any form of unfair help received from other students.
- Recycling" of papers (submitting one paper to more than one class)
- Unauthorized collaboration (different from working with an assigned team or from forming a legitimate study group)
- Fabrication (arguing from the evidence you've made up)
- Forgery (of signatures, of paper-authorship, etc.)
- Sabotage (undermining efforts of other students)
- Bribery (inducements to affect grade)
- Fabrication of excuses concerning (i.e., lying about) absence, need for make-ups, etc.
- Writing a Bibliography using the school's suggested format
- Explaining Sources in a Presentation
- Using Headings in a Word Processor
- Writing Citations onto Images
- Using the Research Tool in Google Docs or the References Tab in Microsoft Word
- Using "Reverse Image Search" in Google
- Paraphrasing and Summarizing
- Using the Creative Commons Search Engine
- Distinguishing between Primary, Secondary, and Tertiary sources
- Publishing a document with an Open-Source License, such as cc-by-sa 3.0
- Parenthetical Citations, including Page number
- Mastering unusual citations, such as films, interviews, lectures, class discussions, etc.
- Very clear assignments
- Focus on the process
- Very clear procedures and definitions, including technical terms: collusion, malpractice, etc.
- Guarded use of plagiarism detection services ○ teach students to submit

- 1 Signed pledge
- Clear processes, including specific roles of teachers, librarian, EE Coordinator, Program Coordinator, etc.
- 1 Focus on Process Recommendation for Research Papers
- 1 Community involvement, including teachers
- The IB definitions of plagiarism, collusion and the duplication of work
- Appropriate reference to the IB learner profile
- Guidance on the distinction between legitimate collaboration and unacceptable collusion
- Information on what action will be taken by the IB if a candidate is suspected of malpractice and subsequently found guilty
- An extract from the provisions of the Regulations relating to malpractice.
- Clearly defined processes: step-by-step: what will happen if academic misconduct is suspected?
- Teachers must know what to do if they suspect plagiarism
- About missed deadlines, rewrites.
- Which referencing style
- Distinguish between citations, references, Bibliography, Works Cited, etc
- Conversation about Wikipedia
- Gain skills in common applications, such as Microsoft Word or Google Docs
- clearly defined roles and responsibilities and about who will check the plagiarism of the report? what to do if there is a problem?
- Rights of the student: due process and an appeals process
- The student should understand that it is acceptable to use the ideas of others, and get inspired provided the ideas are acknowledged.
- The students should trust that their teachers value their work and they should present their ideas using their language and voice.
- The students should not encourage copying of their work by other students and should strictly say "No" to others who want to copy their work.
- The students should ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.
- The students should gain permission before electronically publishing the user's works or drawings and should always acknowledge the author or creator of any material published.

- The students are insisted on following all the schools' rules and regulations and uniform policies without fail.
- The students are instructed to be punctual and report to school on time. They are also instructed not to absent themselves to school and be regular.
- They are instructed to complete their homework on their own instead of asking their parents, siblings, classmates and friends to do it for them.
- The students should not come to class without materials to work
- Should not talk during a test.

When citing an online source, the citation should contain the following elements:

- the author or editor (if available),
- the title of the text (if different from the name of the website)
- the name of the website,
- the name of the site's sponsor or associated institution or organization,
- the date you accessed the site,
- the electronic address (URL).

In their work if the students want to quote anything from any book, they should write in brackets, (Author, Year, and Page Number).

- Any time they quote, paraphrase, summarize, or reference a source, they must cite that source in a parenthetical note or a footnote and append a bibliography, which, depending on the discipline, maybe called "Works Cited" or "References."
- If there is more than one author, then all authors should be credited. The Paraphrased material should be referenced in the same way but without the inverted commas.
- The same system can also be used to reference sources from newspapers, magazines, lectures and online material
- All the Online resources should be referenced with the website or the author if no specific author is listed, followed by the date of access.
- At the end of the piece of work, all sources referred to should be listed in the Bibliography.

Common Mistakes by Students

- copy and paste overdependence on the internet
- not citing unusual sources, such as lecture notes
- not understanding "collusion"
- thinking about "not getting caught"
- doing Bibliography last minute
- saying mentally "I will cite that later"
- not using the Bibliography Database and other Word Processor tools
- thinking a URL is a reference
- inflating their Bibliographies, or not proofreading them

Why Should I Cite?

- Using other people's research or ideas without giving them due credit is plagiarism
- It is ethical to give authors and artists credit for their work.
- By establishing provenance, you strengthen your work.
- It helps an interested reader delve deeper
- A bibliography is a list of all of the sources you have used (whether referenced or not) in the process of researching your work. It is a list of the sources you used to get information for the report. It is included at the end of your report, on the last page (or last few pages).

In general, a bibliography should include.

- o the authors' names
- o the titles of the works
- o the names and locations of the companies that published the copies of the sources
- o the dates the copies were published
- o the page numbers of the sources (if they are part of multi-source volumes)
- o The bibliographic information for different types of resources are located in different places, so we have to do some detective work to get all of the information for the bibliography. Try looking in these places:
- o the title page of a book, encyclopedia or dictionary
- o the heading of an article
- o the front, second, or editorial page of the newspaper

o   the contents page of a journal or magazine

o   the header (at the top) or footer (at the bottom) of a Web site

Citation styles vary. An entry for a book in a bibliography usually contains the following elements:

- •   creator(s)
- •   title
- •   publisher and place of publication
- •   date of publication

An entry for a journal or periodical article usually contains:

- •   creator(s)
- •   article title
- •   journal title
- •   volume
- •   pages
- •   date of publication, or the Contact page of a Web site

How to prepare the Bibliography?

- keep track of each book, encyclopedia, or article you use as you are reading and taking notes.
- Start a preliminary, or draft, bibliography by listing on a separate sheet of paper all the sources dealt with.
- Note down the full title, author, place of publication, publisher, and date of publication for each source.
- Also, every time a fact gets recorded on a notecard, its source should be noted in the top right corner. (Notice that in the sample note card, The World Book, Volume 2, page 21, has been shortened to WB, 2, p.21)
- When you are finished writing your paper, you can use the information on your note cards to double-check your bibliography.
- When assembling a final bibliography, list your sources (texts, articles, interviews, and so on) in alphabetical order by authors' last names.

- sources that don't have authors (encyclopedias, movies) should be alphabetized by title. There are different formats for bibliographies, so be sure to use the one your teacher prefers.

Examples of referencing conventions

   A selection of referencing conventions is listed below with links to resources that give further information about following the style. As above, always use the convention which is favoured by your faculty or department

- **APA** (American Psychological Association)
  Citation technique usually used in the Social Sciences
- **Chicago**
  Style guide for typographical and citation techniques often used by academic publishers
- **Harvard**
  The most commonly used style of referencing; used widely in academic journals
- **MLA** (Modern Language Association)
  Style guide used particularly in academic writing for languages and literature
- **MRHA** (Modern Humanities Research Association)
  Style guide used for academic theses and essays in the Humanities

Academic Honesty Policy Steering Committee

The development of the preliminary academic honesty policy of GIS begins first with an Academic Honesty Steering Committee. The responsibilities and duties of the Committee are reviewing in detail each case and identifying the type of violation whether it is an academic infringement, cheating, plagiarism, collusion, copying, paraphrasing or duplication. The Academic Honesty Policy Steering Committee meets once a year to follow and review the effectiveness of the Academic Honesty policy and to make necessary revisions for further improvement. The committee holds informal meetings and collects data necessary for the preparation of an inclusive school academic honesty policy that reflects the interests of the school community.

Academic Honesty Policy Steering Committee members are listed below, has been formed:

<u>IB DP Coordinator</u>: Ms Letishia Arputhamani Ebenezer

<u>Head of School:</u> Ms Letishia Arputhamani Ebenezer

<u>Extended Essay Coordinator</u>: Mr Theleeban

<u>TOK Teacher:</u> Ms Dharakeswari

<u>CAS Teacher:</u> Ms Dhivya Nageswari

<u>Representative of DP Teachers:</u> Mr Ebenezer

Academic Honesty Policy applicable for the Teachers:

- Role models for practising academic honesty.
- Guide the students and insist on academic honesty.
- Promote respect for the creative efforts of others.
- Inculcate citation and referencing skills.
- Should portray cross-cultural understanding and respect.
- Insist upon improving the personal responsibilities of the students by teaching them to be adjustable, friendly, caring, open-minded and responsible concerning their belongings and others' property

<u>Academic Honesty applicable for the parents</u>:

- Should insist on ethical behaviour and monitor their ward's work.
- prepare them to be independent, positive and bold, fit to be global citizens.
- Should be honest with the teachers and Head of the institution in case of any clarification expected and should cooperate with the ideals, vision and mission of the school and the Policies of the IB Education.

THE ROLE OF SCHOOL LIBRARIAN

The school librarian is expected to:

- Guide students for research paper writing methods, good academic practice and ways of locating, evaluating and using information effectively without committing malpractice.
- Instruct students regarding the use of school library resources, internet resources and the local library system.
- School librarians are expected to conduct a common orientation program and offer individual sessions to students on formats for referencing and citations.

APPENDIX C: Exam Rules and Regulations

General

1. Candidates must know their school code and six-DIBS DUFF alpha-numeric personal code.

2. When instructed to enter the examination room, candidates must do so in a quiet and orderly manner.

3. No form of refreshment may be taken into the examination room. (At the discretion of the coordinator, drinking water is permitted.)

4. Candidates may take to their desk/table only the following:

o A pen and/or pencil for making rough/scratch notes

o A translating dictionary for non-language examinations (the dictionary must not contain notes of any kind and is only permitted if the response language of the examination is not the best language of the candidate; an electronic dictionary is not permitted)

If required by the coordinator/invigilator, any dictionary brought into an examination must be available for inspection.

5. The coordinator/invigilator will decide where each candidate will sit during an examination. Candidates must comply with the decision of the coordinator/ invigilator and remain seated until permission is given to leave the examination room.

6. The instructions of the coordinator/invigilator must be obeyed. The coordinator/invigilator has the right (at any time) to expel from the examination room any candidate whose behaviour is interfering with the proper conduct of the examination.

7. Five minutes' reading time is permitted for all examinations; candidates will not be able to enter responses during this time.

Arrival

8. Candidates should arrive at least 10 minutes before the start of an examination.

9. Candidates arriving after an examination has started may not be permitted entry.

Temporary absence

10. In cases of emergency, at the discretion of the coordinator/ invigilator, a candidate may be allowed to leave the examination room and return. The temporary absence of a candidate will be recorded by the coordinator/invigilator.

11. A candidate will be supervised during a temporary absence from the examination room. There must be no communication with any person other than the person who is supervising the candidate.

12. During a temporary absence the candidate must not take any material out of the examination room, have access to the material during the absence, or return with any material.

Academic misconduct

13. During the examination, and at other times specified by the coordinator/invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute academic misconduct, resulting in inappropriate action by the IB.

14. All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any collusion, plagiarism, reference to unauthorized material or communication between candidates may constitute academic misconduct, resulting in inappropriate action by the IB. The impersonation of another candidate will be treated as a breach of regulations.

15. If a candidate finds that he/she has accidentally taken unauthorized material into an examination (for example, a cell/ mobile phone), this material must be given to the coordinator/ invigilator immediately. Failure to do so may lead to an allegation of academic misconduct against the candidate.

16. No candidate is permitted to borrow anything from another candidate during an examination.

17. A candidate attempting either to gain or solicit information about the content of an examination within 24 hours of the examination ending will be in breach of IB regulations and may not receive a grade for the subject concerned.

Early departures

18. Candidates will not be allowed to leave the examination room during the first hour or the last 15 minutes of any examination.

19. If a candidate leaves the examination before the scheduled finishing time, the candidate will not be allowed to return.

End of the examination

20. Candidates must give any rough/scratch paper to the coordinator/ invigilator at the end of the examination.

21. Candidates must leave the examination room in a quiet and orderly manner.

22. Candidates must not disclose or discuss the content of any examination with any person outside their immediate school community within 24 hours of an examination ends. This includes any form of communication, whether verbal, written or electronic (be that through social media or direct contact).

Gateway International School's Academic Honesty Policy will be reviewed by the principal, staff members, the coordinator, the School Librarian and a special needs educator at the beginning of each academic year.

BIBLIOGRAPHY:

- International Baccalaureate (2003). Academic honesty: guidance for schools. Geneva: International Baccalaureate Organization.
- International Baccalaureate (2006). Ethical Practice. Geneva: International Baccalaureate Organization.
- International Baccalaureate. (2009). Academic Honesty. Available: http://occ.ibo.org/ibis/documents/general/specific_interest/malpractice/g_0_ malpr_sup_0907_1_e.pdf. Last accessed 13 January 2013.
- "Convert Your Works Cited into MLA, APA & Chicago Style Formats." WorksCited4U: Free
- APA, MLA & Chicago Works Cited Maker. N.p., n.d. Web. 5 Sept. 2013

- Carroll, Jude. Academic Honesty in the IB. Cardiff: International Baccalaureate Organization, 2012.
- "The Free Automatic Bibliography and Citation Generator." EasyBib. N.p., n.d. Web. 5 Sept. 2013
- International Baccalaureate Organization. Academic Honesty. Cardiff: International Baccalaureate Organization, 2011.
- International Baccalaureate Organization. MYP: From Principles into Practice. Cardiff:
- International Baccalaureate Organization, 2008.
- International Baccalaureate Organization. Programme Standards and Practices. Cardiff:
- International Baccalaureate Organization, 2010.

APPENDIX A: Glossary of terms

The collusion-The term also includes helping or allowing your work to be copied or writing a paper or doing homework for another student and sharing information about assessment content and questions with other students Collaboration.

Intellectual property-all forms of intellectual and creative expression like registered designs, trademarks, moral rights, patents and copyright.

Malpractice - any form of academic dishonesty

MLA Modern Language Association, a format for citing sources

MYP Middle Years Programme

Paraphrasing - using other words to restate another person's ideas.

Plagiarism- using another person's intellectual property and neglecting to acknowledge the source.

APPENDIX B: Citation sources

Below is a list of free citation sources to help students accurately acknowledge the intellectual

property of others using MLA format.

Citation Machine

http://citationmachine.net

Easy Bib

http://www.easybib.com/

WorksCited4U

http://www.workscited4u.com