



HARVARD REFERENCING FOR BANGKOK PATANA SCHOOL

Principles of Effective Citing and Referencing

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WHY AND WHEN TO REFERENCE

Referencing is necessary

- To give credit to authors whose work you have quoted and referred to.
- To allow the reader of your work to find the resources which you have read; they can then find out more information about the subject.
- To illustrate that you understand the conventions of academic writing.



In written work you must cite:

- every time you quote someone else's work.
- every time you refer to someone else's work, e.g. by:
 - Paraphrasing their ideas.
 - Summarising the arguments
 - Including case studies, statistics etc.
 - Using information you have obtained from their work.

In other forms of work (music, video, artistic pieces) you must acknowledge the use of external sources appropriately.



If you do not reference someone else's ideas then you are **PLAGIARISING**.

To plagiarise is to cheat, it is academically dishonest; you will fail your coursework if you are found plagiarising. **DO NOT plagiarise.**



WHAT TO CITE

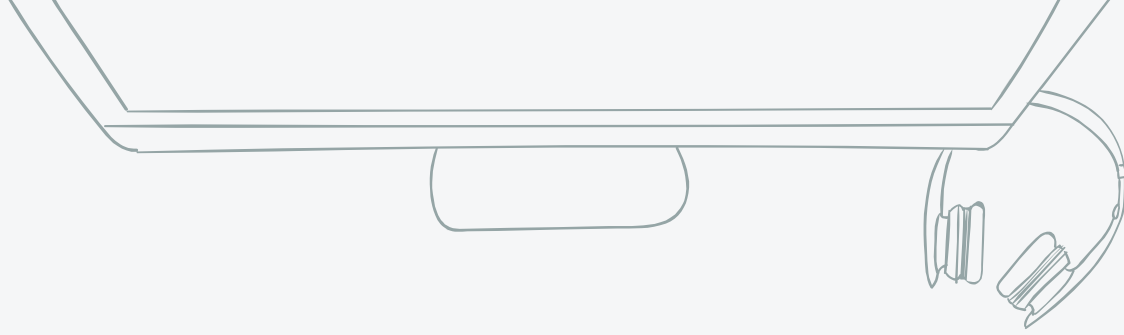
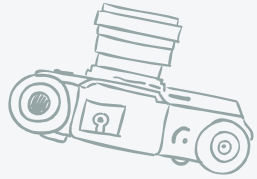
This information of what to cite is taken from the IB guidelines.

As creators/authors, we are expected to acknowledge any materials or ideas that are not ours and that have been used in any way, such as quotation, paraphrase or summary. The term “materials” means written, oral or electronic products, and may include the following.

- **Text**
- **Artistic - Letters**
- **Visual**
- **Lectures**
- **Broadcasts**
- **Audio**
- **Interviews**
- **Maps**
- **Graphic**
- **Conversations**

Basic and common knowledge within a field or subject does not need to be acknowledged. However, if we are in doubt whether the source material is common knowledge or not, we should cite!

ONLINE REFERENCING AND CITATION TOOLS





Word

<https://support.office.com/en-ie/article/create-a-bibliography-citations-and-references-17686589-4824-4940-9c69-342c289fa2a5>



MyBib

<https://www.mybib.com/easybib-alternative>
<https://www.mybib.com/#/projects/167678/citations>

MyBib Video Tutorial (Bibliography)

<https://www.youtube.com/watch?v=PaJR6MI1Ltw>

How to Cite a Website

<https://www.mybib.com/answers/how-to-cite-a-website>

How to Cite a YouTube Video

<https://www.mybib.com/answers/how-to-cite-a-youtube-video>

Chrome Extension

<https://chrome.google.com/webstore/detail/mybib-free-citation-gener/phidhnmbkbbkbnhldmpmnacgicphkf?hl=en>

How to Use MyBib

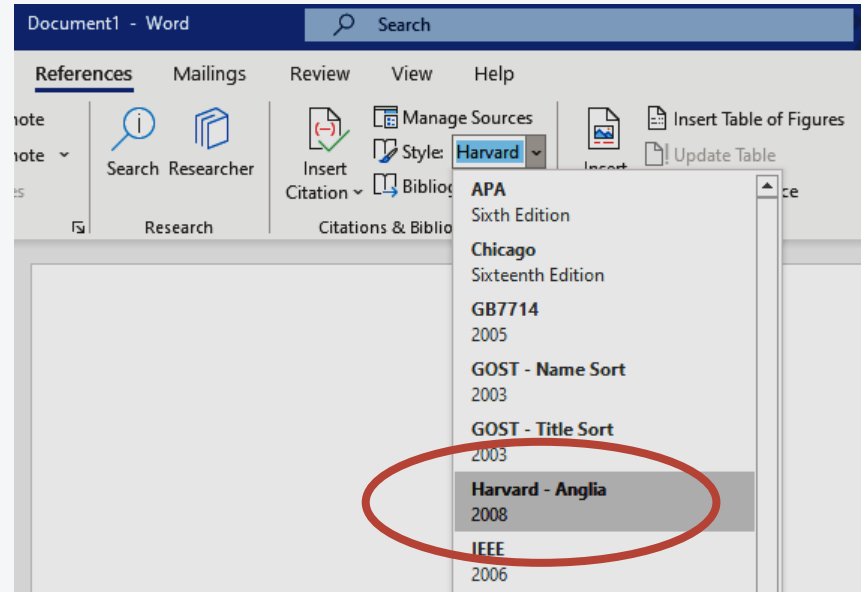
<https://www.youtube.com/watch?v=h1vutetyhYQ>



ORGANISING YOUR EE USING MICROSOFT WORD

We use Harvard Referencing at Patana. There is a tool on Microsoft Word which can help you set out your references accurately. Use one of the Harvard Tools. Harvard Anglia is already installed.

Remember a tool is only as good as the information you put in it. So, take care to make sure spelling and punctuation is accurate.





A GUIDE TO USING THE MICROSOFT WORD REFERENCING TOOL

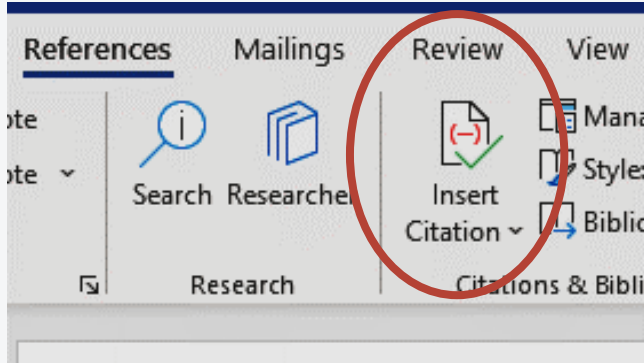
TABLE OF CONTENTS

- Step 1: Enter references
- Step 2: Type and add citations along the way
- Step 3: Format your work
 - The right font
 - Line spacing
 - Headings
- Step 4: The cover page
- Step 5: The Bibliography
 - Bibliography examples
- Step 6: Page numbers
- Step 7: The Table of Contents

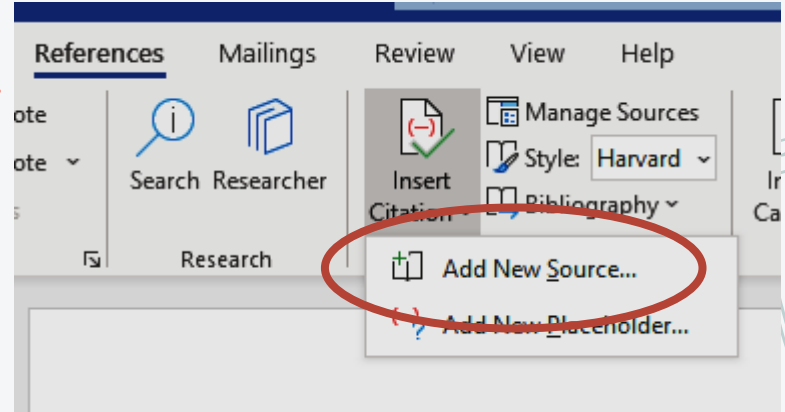
STEP 1: ENTER REFERENCES

Enter all resources used in the References section:

1.



2.



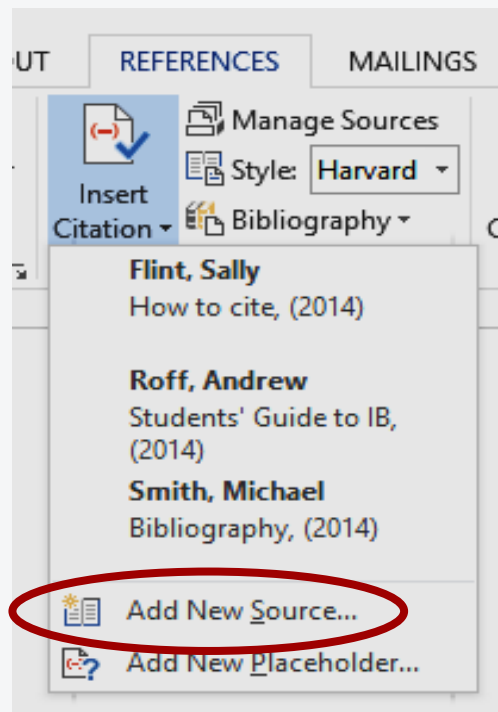
3.

A screenshot of the 'Create Source' dialog box in Microsoft Word. The 'Type of Source' is set to 'Book' and the 'Language' is 'Default'. The 'Bibliography Fields for Harvard - Anglia' section includes fields for Author, Title, Year, City, Publisher, and Edition. The 'Tag name' field contains 'Placeholder1'. The 'OK' and 'Cancel' buttons are at the bottom.

STEP 2: TYPE AND ADD CITATIONS ALONG THE WAY

Write up your report and ensure that you cite your sources as you go along.

For example, at Bangkok Patana School, 49% of students reference accurately (Flint, Sally, 2014). Many students are unclear about how to set out a bibliography (Smith, Michael, 2014). All students should invest time in referencing (Roff, Andrew, 2014).



STEP 3: FORMATTING YOUR WORK

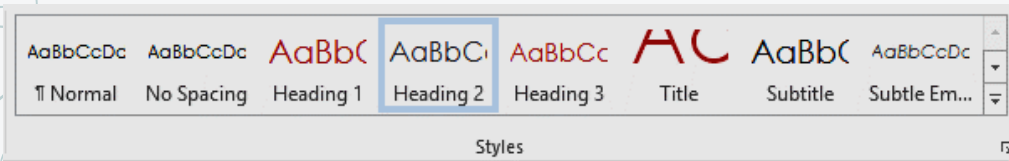
The Right Font

Font should be clear –

- San Serif font 11 point is very clear.
- Times new Roman, size 12 is the traditional font.

Headings

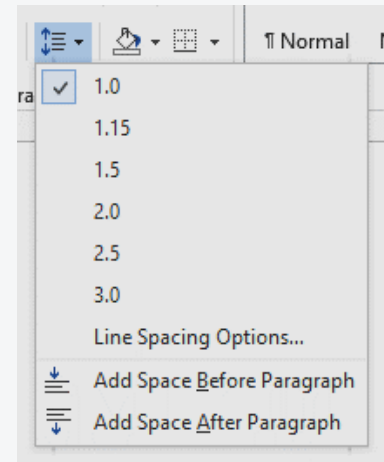
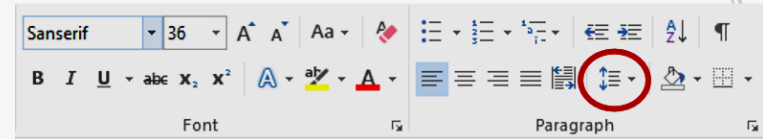
Headings should also be inserted as these can generate a table of contents, so use the headings on the home ribbon.



Use Heading 1 for major headings, for example Introduction, Conclusion
Use Heading 2 for sub-headings

Line Spacing

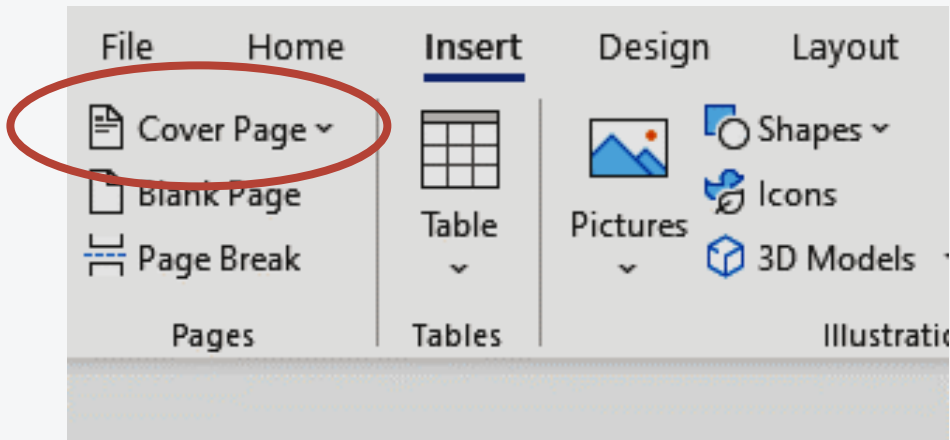
Double line or 1 1/2 line spacing is easy (Home ribbon)



STEP 4: THE COVER PAGE

Once you have completed the write up, you will need a cover page.

Word 2019 makes this easy! Go to the **Insert** ribbon and select the **cover page**.



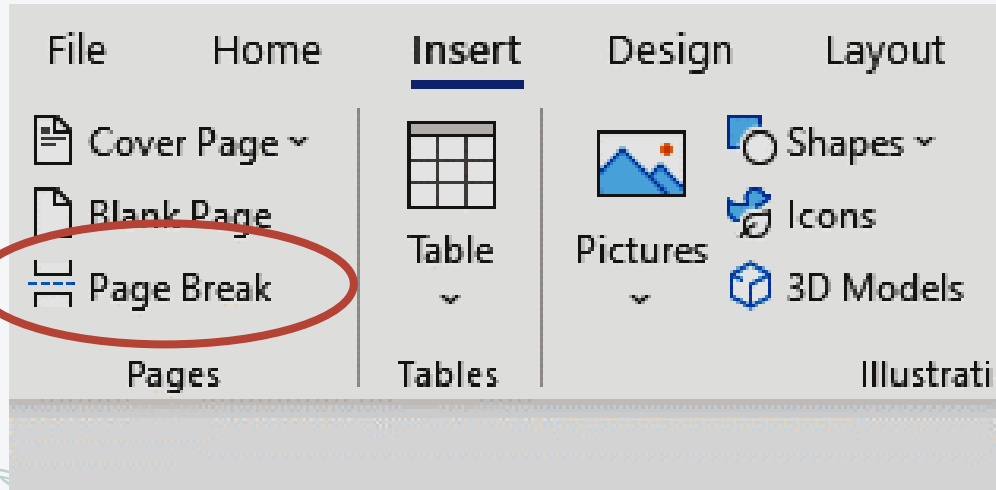
Choose a simple one.

Don't forget to add all details of your assignment.

STEP 5: THE BIBLIOGRAPHY

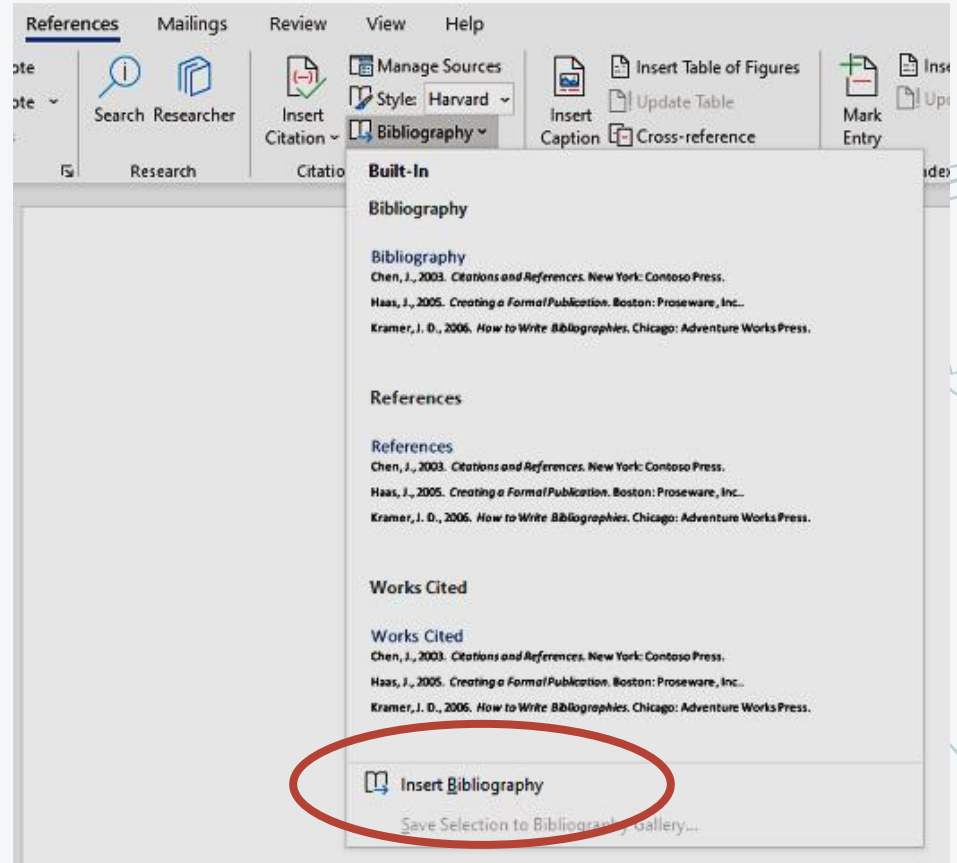
Once you have finished and have entered all the information, updated all the citations and are almost there, then you can generate the bibliography. Go to the end of the essay (before any appendices) and start a new page (ctrl and enter) or

Insert Page Break:



STEP 5: THE BIBLIOGRAPHY (CONTINUED)

Add a heading titled Bibliography and then go to the **References** ribbon and select **Insert Bibliography**:






BIBLIOGRAPHY EXAMPLES

Books (with one author)




Baron, D. P., 2008. *Business and the organisation*. Chester: Pearson.




E-books (available through the University Library)

Fishman, R., 2005. *The rise and fall of suburbia*. [e-book] Chester: Castle Press.
Available through: Anglia Ruskin University Library website
<<http://libweb.anglia.ac.uk>> [Accessed 12 May 2010].

DVD, video or film




Health for all children 3: the video. 2004. [video] London: Child Growth Foundation. (Narrated by D.B.M. Hall).



Podcasts and archived TV programme

National Gallery, 2008. *Episode Seventeen (March 2008)*, The National Gallery Monthly Podcast. [podcast] March 2008. Available at:
<<http://www.nationalgallery.org.uk/podcasts>> [Accessed 23 June 2009].



Print journal article



Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42(6), p.564.





BIBLIOGRAPHY EXAMPLES (CONTINUED)

Patent

Leonard, Y., Super Sports Limited. 2008. *Tin can manufacture and method of sealing*. Canada. Pat. 12,789,675.

YouTube video

Defra, 2007. Sustainable development: the bigger picture. [video online] Available at: <<http://youtu.be/keZmg56ahdM>> [Accessed 23 June 2012].

Social Media

Big Red Corporation. 2013. *New products for cars* [Twitter]. 17 May Available at: <<https://twitter.com/bigredcorporation/promotions>> [Accessed 13 November 2010].

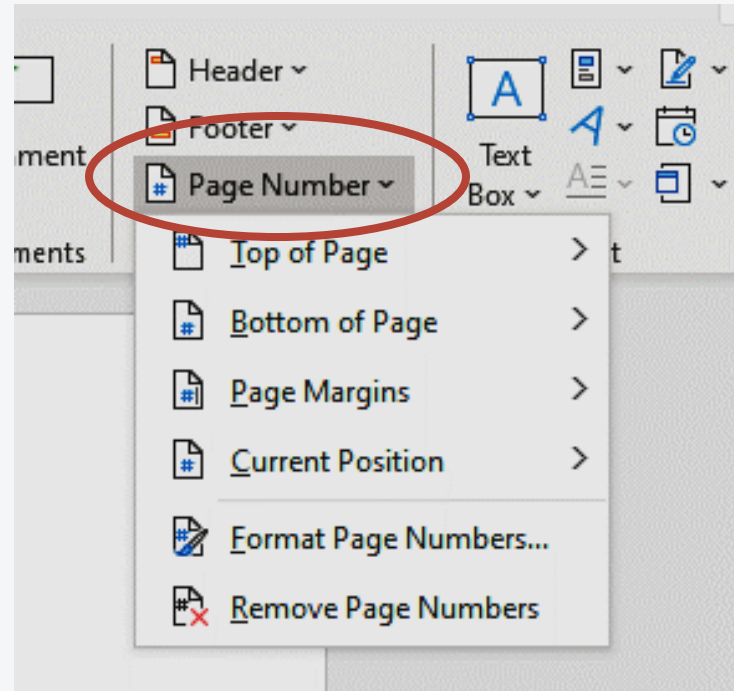
Electronic images

[*Child placing gauze over knee wound*] n.d. [image online] Available at: <<http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-therapy.html>> [Accessed 01 June 2010].

STEP 6: PAGE NUMBERS

Don't forget to add the page numbers.
Go to the **Insert** ribbon, then select
Page Number:

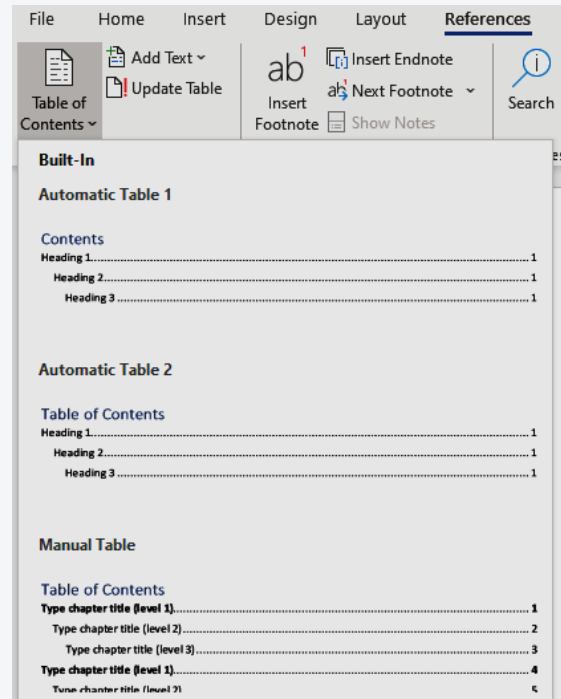
**Don't get too fancy here with
the selections!**



STEP 7: THE TABLE OF CONTENTS

For some assignments, for example extended essays, you will need a contents page. This should be between the cover page and the abstract. (The abstract should be on the next page by itself and then the essay should start on the following page).

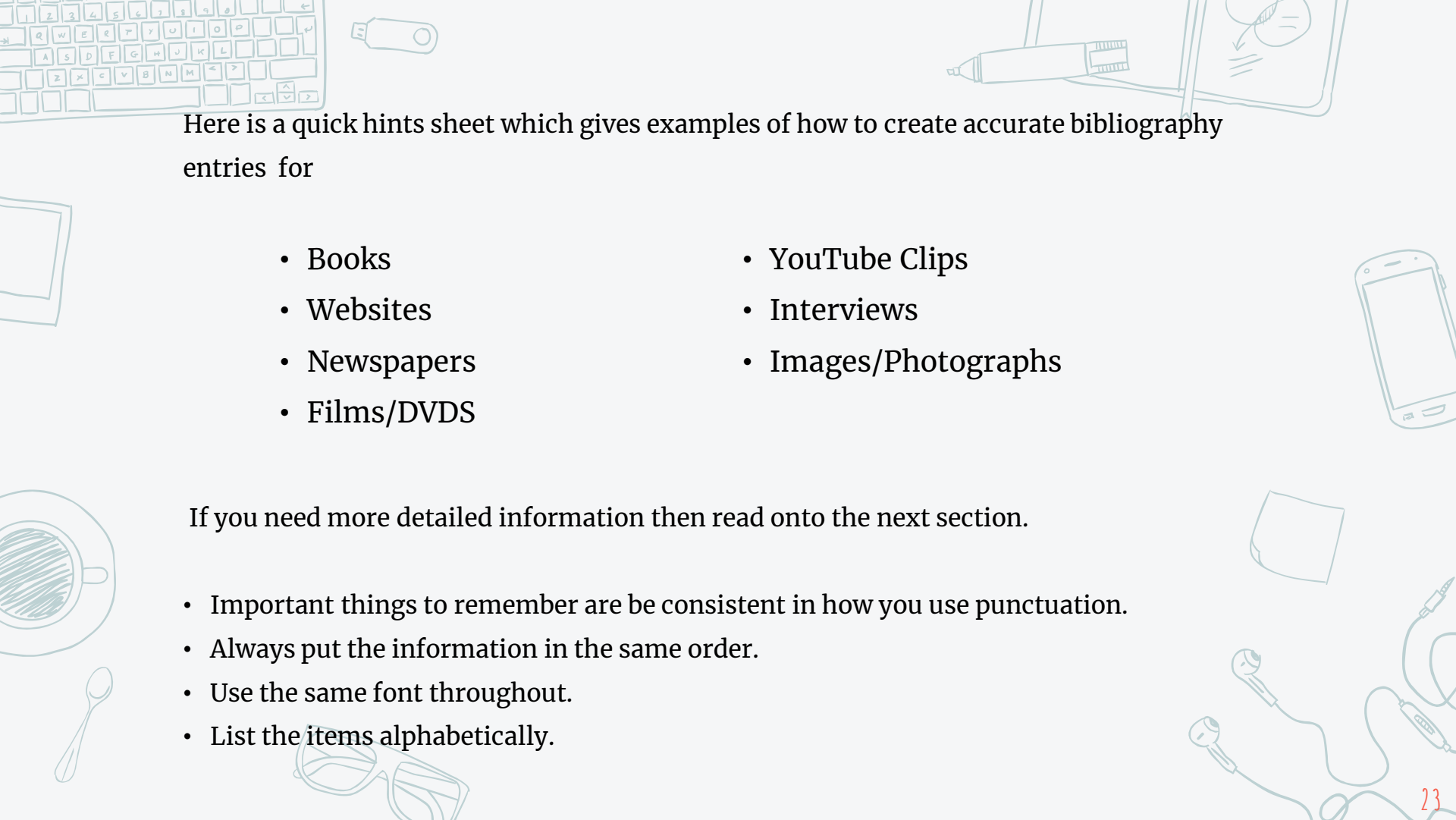
Go to the page after the cover page and enter a page break (same as for the bibliography) so that you have a blank page between the cover page and the abstract. Then go to **References** ribbon and select **Table of Contents**.



If you are confident you understand the basics, then the Quick Tips Advice Sheet on the next page may be all you need to refer to.



REFERENCE LISTS AND
BIBLIOGRAPHIES QUICK TIPS ADVICE
SHEET



Here is a quick hints sheet which gives examples of how to create accurate bibliography entries for

- Books
- Websites
- Newspapers
- Films/DVDS
- YouTube Clips
- Interviews
- Images/Photographs

If you need more detailed information then read onto the next section.

- Important things to remember are be consistent in how you use punctuation.
- Always put the information in the same order.
- Use the same font throughout.
- List the items alphabetically.




CREATING AN ACCURATE BIBLIOGRAPHY




BOOK



The information from books need recording in the following order: the information is usually available in the front of the book.


- Author, Initials.,
 - Year.
 - *Title of the book.*
 - Edition. (only include this if not the first edition)
 - Place of publication (this must be a town or city, not a country):
 - Publisher.
- 




Reference
where 1st edition

Baron, D. P., 2008. *Business and the organisation*. Chester: Pearson.

where 3rd edition



Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage.





WEBSITES

For websites found on the worldwide web the required elements for a reference are:

- Authorship or Source,
- Year.
- *Title of web document or web page.*
- [type of medium]
- (date of update if available)
- Available at: include web site address/URL (Uniform Resource Locator)
- [Accessed date].

Example:

NHS Evidence, 2003. *National Library of Guidelines.* [online] Available at: <<http://www.library.nhs.uk/guidelinesFinder>> [Accessed 10 October 2009].

- It is good practice to keep a copy of the front page of any website you use
- Sometimes it is very difficult to find who is the author or owner of a website. This site is excellent for helping you find this information. <https://who.is/> and <https://www.whois.com/whois/>



NEWSPAPERS

For newspaper articles the required elements for a reference are:

Author, Initials.,

- Year.
- Title of article or column header.
- *Full Title of Newspaper*,
- Day and month before page numbers and column line.

Example:

Slapper, G., 2005. Corporate manslaughter: new issues for lawyers.

***The Times*, 3 Sep. p.4b.**

(In the page reference. p.4b - "4" indicates that the article is on the fourth page of the newspaper, columns of print on a page are labelled left to right alphabetically, so in this example "b" indicates that this is the second column of newsprint across the page from left to right.)



FILMS/ DVDS

The required elements for a reference are:

- *Full title of DVD or video.*
- Year of release.
- [type of medium]
- Director. (if relevant)
- Country of origin:
- Film studio or maker.
- (Other relevant details).

Example:

***Health for all children 3: the video.* 2004. [video] London: Child Growth Foundation. (Narrated by D.B.M. Hall).**



YOUTUBE VIDEOS

The required elements for a reference are:

- Screen name of contributor,
- Year.
- *Video Title*,
- Series Title. (if relevant)
- [type of medium]
- Available at: include web site address/URL (Uniform Resource Locator)
- [Accessed date].

Example:

Mrgeorged, 2009. *Top Gear The Stig revealed Full*. [video online] Available at: <<http://www.youtube.com/watch#!v=eTapK5dRaw4>> [Accessed 23 June 2009].



INTERVIEWS

Where you are using an interview from a source such as a television programme

The suggested elements for a reference are:

- Interviewee name, Initials.,
- Year of interview.
- *Title of Interview. (or Interview on...name of programme)*
- Interviewed by ...name (first name and surname).
- [type of medium/format]
- Name of Channel,
- Date of transmission,
- Time of transmission.

Example:

Ahern, B., 1999. *Interview on Morning Ireland*. Interviewed by... John Boyd [radio] RTE Radio 1, 15 February 1999, 08:30.

PICTURES/ IMAGES/ PHOTOGRAPHS

The suggested elements for a reference are:

Artist/Photographer's name (if known),

- Year of production.
- *Title of image.*
- [type of medium]
- Available at: include web site address/URL(Uniform Resource Locator) and additional details of access, such as the routing from the homepage of the source.
- [Accessed date].

Example:

Dean, R., 2008. *Tales from Topographic Oceans*. [electronic print] Available at:

<http://rogerdean.com/store/product_info.php?cPath=4&products_id=88> [Accessed 18 June 2008].

Image taken from Bridgeman Education database

Peeters, C., ca. 164?. *Still life of fish and lemons*. (Bridgeman Education database) [image online]

Available through: Anglia Ruskin University Library website<<http://libweb.anglia.ac.uk>> [Accessed 12 June 2013]



ELECTRONIC IMAGES

For images found on the internet the required elements for a reference are:

- Author, Year (image created).
- *Title of work.*
- [type of medium]
- Available at: include web site address/URL (Uniform Resource Locator)
- [Accessed date].

Where the author is not known, begin the reference with the *title of the work.*

Where none of the usual details are known, (such as author, date, or image title) try to find the filename of the image (for example by right clicking and looking at the properties of the file). If none of the above is available begin the reference with the *subject and title of the work.*




ELECTRONIC IMAGES (CONTINUED)



Examples:



[*Child placing gauze over knee wound*] n.d. [image online] Available at: <<http://www.dadpal.com/2009/12/wounds-care-help-and-wound-vac-therapy.html>> [Accessed 01 June 2010].



[*Nimbus 1 returned sharp cloud cover photos, plus night time infra red pictures*] n.d. [image online] Available at: <http://rammb.cira.colostate.edu/dev/hillger/Nimbus-1_image.jpg> [Accessed 13 November 2008].



PEPSI. 2009. *Pepsi can designs* [image online]. Available at: [Accessed 19 June 2009].



Van Vechten, C. 1934. *Man Ray*. [photograph] Available at: [Accessed 04 October 2009].



Here is a useful summary that the IB have provided of elements to be included in a reference.

	Author(s)/ creator(s)	Chapter/article/ page title	Title	Periodical name	Institution/ publisher and city	URL/DOI		Publication date	Volume/issue number	page number(s)	Database name	E-reader/device	Edition	Editor(s)	Date accessed
Book	Yes		Yes		Yes			Yes					If applicable		
Chapter from book	Yes	Yes	Yes		Yes			Yes					If applicable	If applicable	
Online book	Yes		Yes		Yes	Yes		Yes					If applicable		
E-book	Yes		Yes		Yes			Yes				Yes	If applicable		
Newspaper/ magazine article	If available	Yes		Yes				Yes		Yes					
Journal paper	Yes	Yes		Yes				Yes	Yes	Yes					
Electronic newspaper/ magazine article	If available	Yes		Yes				Yes		If available	If applicable	If applicable			
Electronic journal paper	Yes	Yes		Yes		Yes		Yes	Yes	If available	If applicable	If applicable			
Internet/web page	If available	Yes	Yes		If applicable	Yes		If available							Usually
Internet site	If available		Yes		If applicable	Yes		If available							Yes
Image/graph/ graphic	If available		Yes		If applicable	If applicable		If available							If applicable
Video	If available		Yes		If applicable	If applicable		If available							If applicable
Blog	Yes	Yes	Yes			Yes		If available							Yes

How to cite

When we cite, we should make clear what it is that we are citing. It must be clear to the reader just what it is that we owe to someone else, and whether we have quoted exactly or have used our own words and understanding of the original material.

- The reader must be able to distinguish clearly between our words/work and the words/work of others.
 - Quotations—the exact words as used by others—are indicated either by quotation marks or by displaying (indenting) the quotation.
 - Paraphrase and summary of others' work should similarly be distinguishable from our own words and ideas.
- Use of a style guide ensures that our citations and references are recorded consistently.
- Choice of introductory or parenthetical citation is often a matter of readability, emphasis and authority.

As noted in the definitions below, the citation in the text links to a full reference that will enable the reader to trace the exact material used.

The three main types of in-text citation are as follows.

1. Author

In-text citation is done by an introductory and/or parenthetical citation providing:

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

2. Author–date

In-text citation is done by an introductory and/or 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.

3. Numbered footnote

In-text citation is done by:

- superscript note numbers that come after the referenced passage, and after the final punctuation mark, if used, and
- corresponding footnotes placed at the bottom of their page of reference 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.

The following section provides examples on how to cite:

- printed sources
- non-printed electronic sources
- online video clips
- social media.

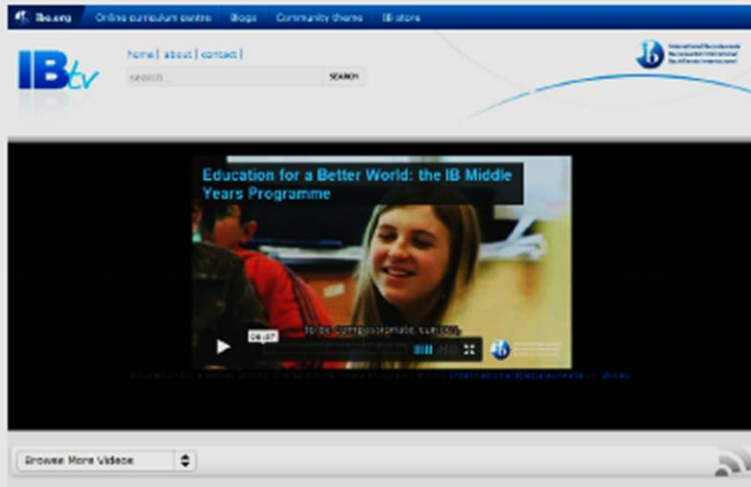


REFERENCE LISTS AND BIBLIOGRAPHIES

		Citing printed sources	Source material
Quotation	Author	Carroll points out that "deliberate breaches form a relatively small proportion of dishonesty cases whereas up to 80% in most years involve misuse of others' work through plagiarism or collusion" (2).	<p><i>Some attempts to gain unfair advantages involve deliberate breaches of the rules. Learners who take devices into examinations, gain unauthorized access to assessment questions, or who hire an impersonator are clearly being dishonest. Because of developments in communication technology, smaller devices can be smuggled in to examination rooms, impersonators are easier to recruit, and hacked questions are more easily available. However, deliberate breaches form a relatively small proportion of dishonesty cases whereas up to 80% in most years involve misuse of others' work through plagiarism or collusion. In these cases, determining whether a learner has acted dishonestly is much more problematic and the role of technology and networked communications in encouraging misuse is also more complex.</i></p> <p>Reference: Carroll, J. July 2012. <i>Academic honesty in the IB</i>. IB Position Paper. http://blogs.ibo.org/positionpapers/files/2013/02/Academic-honesty-in-the-IB.pdf.</p>
	Author-date	Carroll reminds us that "deliberate breaches form a relatively small proportion of dishonesty cases whereas up to 80% in most years involve misuse of others' work through plagiarism or collusion" (2012: 2).	
	Numbered footnote	As Carroll has noted, "deliberate breaches form a relatively small proportion of dishonesty cases whereas up to 80% in most years involve misuse of others' work through plagiarism or collusion". ¹ ¹ Carroll, J. 2012. <i>Academic honesty in the IB</i> . IB Position Paper. http://blogs.ibo.org/positionpapers/files/2013/02/Academic-honesty-in-the-IB.pdf .	
Paraphrase	Author	While some students still try to bring unauthorized materials into examination rooms with a clear intention to cheat, the vast majority of breaches (80%) relate to plagiarism and collusion; establishing responsibility and intent in such cases is not always easy (Carroll 2).	
	Author-date	Carroll (2012: 2) notes that while some students still try to bring unauthorized materials into examination rooms with a clear intention to cheat, the vast majority of breaches (80%) relate to plagiarism and collusion; establishing responsibility and intent in such cases is not always easy.	
	Numbered footnote	While some students still try to bring unauthorized materials into examination rooms with a clear intention to cheat, the vast majority of breaches (80%) relate to plagiarism and collusion; establishing responsibility and intent in such cases is not always easy. ¹ ¹ Carroll, J. 2012. <i>Academic honesty in the IB</i> . IB Position Paper. http://blogs.ibo.org/positionpapers/files/2013/02/Academic-honesty-in-the-IB.pdf .	

		Citing non-printed electronic sources	Source material
Quotation	Author	In declaring that ability to read is “a vital survival skill”, Royce points out that, “when you think about the vast amount of information, written information, that computer technology makes possible, the ability to read becomes ever more important”.	<p><i>Reading is important. It is a vital survival skill. Reading, and of course writing, is the basis of learning. Until recently, it was the main method by which people far apart could talk to each other, across the miles or across the years. Even today, reading has advantages not shared by telecommunications or computer technology. And when you think about the vast amount of information, written information, that computer technology makes possible, the ability to read becomes ever more important.</i></p> <p>Reference: Royce, J. 1995. <i>Reading Matters: Words, words, words...</i> http://read2live.info/read2.htm. Accessed 30 November 2013.</p>
	Author-date	Royce, suggesting that ability to read is “a vital survival skill”, added, “when you think about the vast amount of information, written information, that computer technology makes possible, the ability to read becomes ever more important” (1995).	
	Numbered footnote	In declaring that ability to read is “a vital survival skill”, Royce points out that, “when you think about the vast amount of information, written information, that computer technology makes possible, the ability to read becomes ever more important”. ² ² Royce, J. 1995. <i>Reading matters: Words, words, words...</i> http://read2live.info/read2.htm . Accessed 30 November 2013.	
Paraphrase	Author	As Royce has suggested, technology has not made obsolete the need for good reading skills; far from it—so much digital text is produced today that ability to read is as important, perhaps even more important, than ever.	
	Author-date	As Royce (1995) has suggested, technology has not made obsolete the need for good reading skills; far from it—so much digital text is produced today that ability to read is as important, perhaps even more important, than ever. Almost 20 years later, this remains as true as ever.	
	Numbered footnote	As Royce ² noted, technology has not made obsolete the need for good reading skills; far from it—so much digital text is produced today that ability to read is as important, perhaps even more important, than ever. ² Royce, J. 1995. <i>Reading matters: Words, words, words...</i> http://read2live.info/read2.htm . Accessed 30 November 2013.	



		Citing an online video clip	Source material
Quotation	Author	As one student put it, the Middle Years Programme “wants to make you kind of an analytical mind, it wants to make you criticize what you learn, it wants to make you open-minded” (<i>Education for a Better World</i>).	
	Author-date	As one student put it, the Middle Years Programme “wants to make you kind of an analytical mind, it wants to make you criticize what you learn, it wants to make you open-minded” (IB 2010).	
	Numbered footnote	As one student put it, the Middle Years Programme “wants to make you kind of an analytical mind, it wants to make you criticize what you learn, it wants to make you open-minded”. ³ ³ IB (International Baccalaureate). May 2010. <i>Education for a Better World: the IB Middle Years Programme</i> (video). http://blogs.ibo.org/ibtv/?p=327 . Accessed 30 November 2013.	
Paraphrase	Author	Students realize that the Middle Years Programme attempts to make them think more deeply and carefully, to become and to be critical thinkers (<i>Education for a Better World</i>).	<p>Reference: IB (International Baccalaureate). May 2010. <i>Education for a Better World: the IB Middle Years Programme</i> (video). http://blogs.ibo.org/ibtv/?p=327. Accessed 30 November 2013.</p>
	Author-date	Students realize that the Middle Years Programme attempts to make them think more deeply and carefully, to become and to be critical thinkers (IB 2010).	
	Numbered footnote	Students realize that the Middle Years Programme attempts to make them think more deeply and carefully, to become and to be critical thinkers. ³ ³ IB (International Baccalaureate). May 2010. <i>Education for a Better World: the IB Middle Years Programme</i> (video). http://blogs.ibo.org/ibtv/?p=327 . Accessed 30 November 2013.	



	Citing social media	Source material
Quotation	<p>Author</p> <p>Commenting on an update on IB's Facebook page, which proclaimed "Study shows IB graduates are more confident in research activities at the university level", Israel Swanner declared "I can vouch for that. Freshman year at Pacific was EASY compared to senior year in IB".</p>	 <p>The International Baccalaureate shared a link. 20 November</p> <p>Study shows IB graduates are more confident in research activities at the university level http://ow.ly/r1G4e</p> <p>IB Diploma Programme research shows extended essay improves student... ow.ly</p> <p>The project involved a series of studies on the extended essay by</p> <p>Like · Comment · Share 105</p> <p>337 people like this.</p> <p>View 7 more comments</p> <p>Israel Swanner I can vouch for that. Freshman year at Pacific was EASY compared to senior year in IB. 21 November at 09:29 via mobile · Like · 2</p> <p>Margarita Fisas Elizalde Happy to hear that. 21 November at 09:51 via mobile · Like</p>
	<p>Author-date</p> <p>Commenting on an update on IB's Facebook page, which proclaimed "Study shows IB graduates are more confident in research activities at the university level", Israel Swanner (2013) declared "I can vouch for that. Freshman year at Pacific was EASY compared to senior year in IB".</p>	
	<p>Numbered footnote</p> <p>Commenting on an update on IB's Facebook page, which proclaimed "Study shows IB graduates are more confident in research activities at the university level", Israel Swanner declared "I can vouch for that. Freshman year at Pacific was EASY compared to senior year in IB".⁴</p> <p>⁴ Swanner, I. 21 November 2013. "I can vouch for that ..." comment on "Study shows IB graduates are more confident ..." The International Baccalaureate Facebook status update. https://www.facebook.com/IBO.org. Accessed 30 November 2013.</p>	
Paraphrase	<p>Author</p> <p>A well-liked comment on Facebook supports research evidence that the Diploma Programme is an excellent preparation for university (Swanner).</p>	<p>Reference:</p> <p>Swanner, I. 21 November 2013. "I can vouch for that ..." comment on "Study shows IB graduates are more confident ...". The International Baccalaureate Facebook status update. https://www.facebook.com/IBO.org. Accessed 30 November 2013.</p>
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Citing an image

On the other hand, as we can see in Figure 4, very few students score an **E** for theory of knowledge.

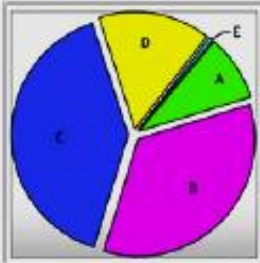


Figure 4. Percentage of grades awarded: theory of knowledge May 2012

Author

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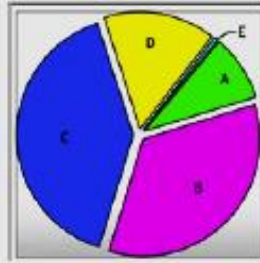


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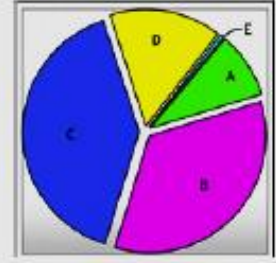


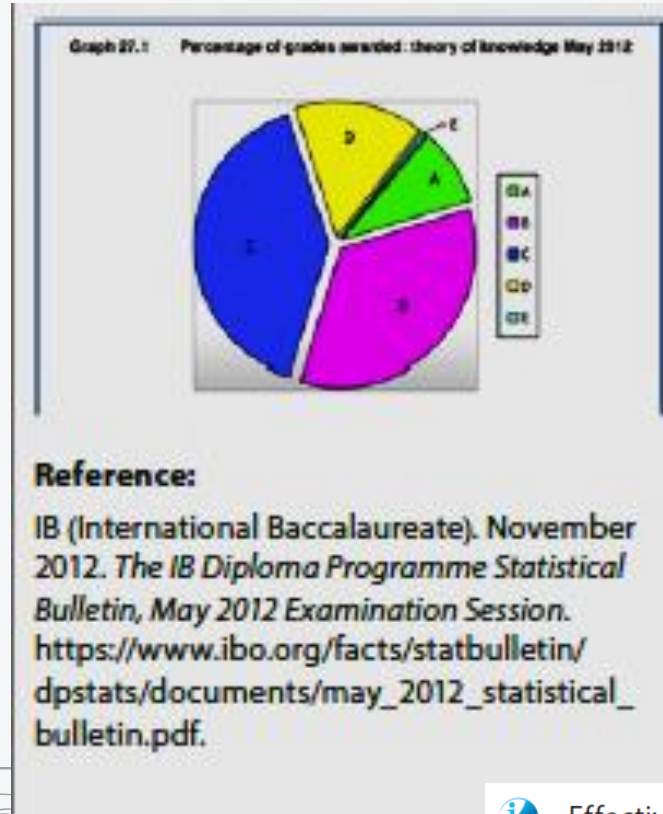
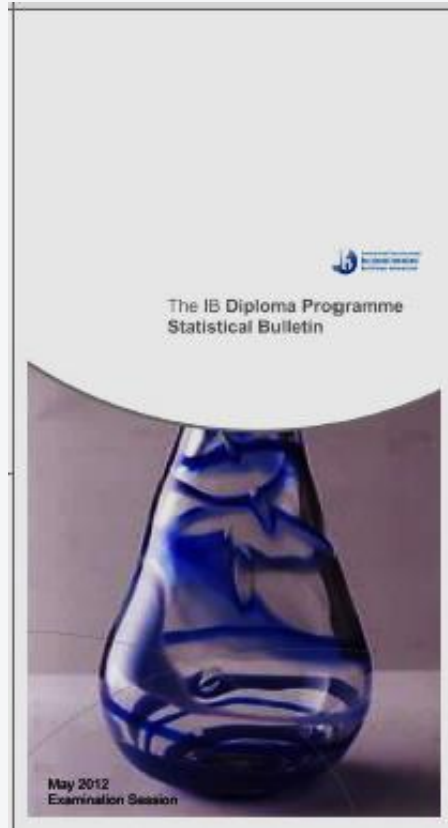
Figure 4. Percentage of grades awarded: theory of knowledge May 2012.⁵

Numbered footnote

⁵ IB (International Baccalaureate). November 2012. *The IB Diploma Programme Statistical Bulletin, May 2012 Examination Session*. https://www.ibo.org/facts/statbulletin/dpstats/documents/may_2012_statistical_bulletin.pdf. P 40.

Citing an image (continued)

Source Material






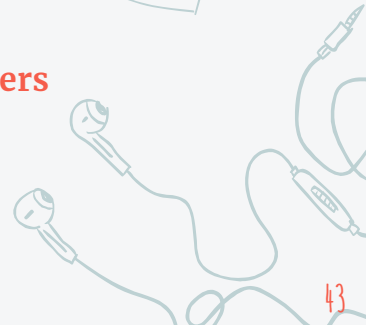



Final Word

A style guide such as this is used in all academic institutions.

Style guides in common include

- MLA (Modern Language Association)
 - APA (American Psychological Association)
 - Harvard
 - Chicago/ Turabian
 - CSE (Council of Science Editors)
 - ISO 690 (International Organization for Standardization)
- 

At Patana the current school policy is to recommend Harvard to students and teachers which uses citations rather than footnotes.





Documentation checklist

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)?

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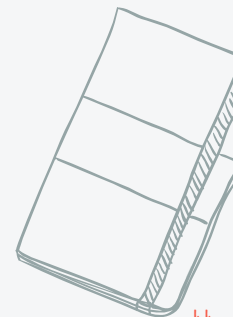
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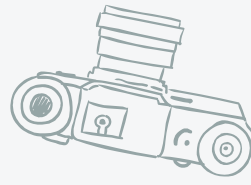
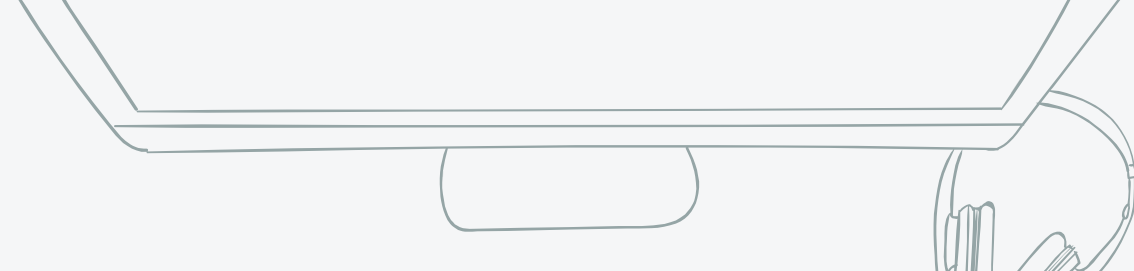
Is the citation a direct link to the first word(s) of the reference?

For each reference in the list of references (works cited/bibliography) at the end, is there a citation in the text?

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 last name of the author first?



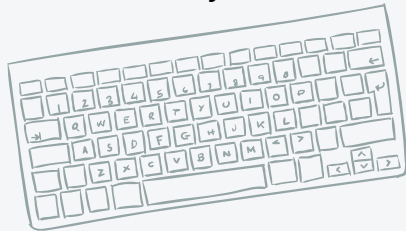


Occasionally some teachers and students, for a particular reason, may favour a referencing system which uses footnotes. This is fine so don't panic. Chicago is a good system for referencing with footnotes and there are many online guides which give clear examples of what to include in them.

The key thing is to be consistent in how you reference and use your common sense.



Click this link to complete your own progress report IBO.org
IB students are not expected to show faultless expertise in referencing but it is essential that you acknowledge all uses of other people's work.





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