CPS GLOBAL SCHOOL

Academic Honesty Policy
IB Mission Statement:

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 international organizations to develop challenging programmes of international education 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.

CPS Global School Mission Statement:

To offer a dynamic educational program to students of diverse backgrounds that encourages excellence through inquiry based approach and collaboration to groom them to become lifelong learners; inculcate intercultural understanding and respect among the community; enables seamless transition from school to tertiary education anywhere in the globe; practices the ethics of love and compassion towards all and commit themselves to become socially responsible adults in creating a peaceful world.

IB Learner Profile:

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.

Academic Honesty:

“Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modelling and taught skills.” (Diploma Programme. Academic Honesty, International Baccalaureate Organization, July, 2011)

CPS Global School guided by the IB mission and philosophy values good academic practice that actively encourages academic honesty. The following three primary attributes of Learner Profile act as cornerstones to devise the academic honesty policy of the school - Principled, Open-minded, Reflective.

The policy states that all stakeholders—governing body, administrators, parents, teachers and students of CPS Global School are expected to be true to oneself, recognize and respect each other’s work and safeguard the intellectual property. The honesty policy is an articulation for safeguarding those values and maintaining integrity.

The academic honesty policy should be treated by the students as a practical reference & means of promoting good practice and should be perceived in a positive way (Diploma Programme. Academic Honesty, International Baccalaureate Organization, July, 2011).

Academic honesty refers to:

- Proper conduct during examinations
- Complete acknowledgement of the original authorship of creative material
- Production of ‘authentic’ pieces of work
- Protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyrights

It is important to define what actions are considered as malpractices.

1. **Plagiarism:** Copying another person’s idea, work, art, photograph, diagrams, illustrations, maps, etc., and presenting them as one’s own.
2. **Collusion:** Copying from another candidate or helping in copying from someone’s record or allowing one’s work to be copied
3. **Duplication of work:** Submitting the same work for two or more assessments/assignments
4. **Fabrication:** Deliberate misinterpretation of data or information with the aim of misrepresenting facts to accrue unwarranted benefits.
5. **Unacknowledged work:** It is essential to cite and acknowledge the sources in footnotes/ bibliography/ appendices, otherwise it is regarded as a dishonest act or intention
6. Any other behavior such as malpractice during an examination, taking unauthorized material into an examination room, using unfair means to achieve grade points, falsifying a CAS record, etc.,

The articulation may not cover an exhaustive list of various forms of academic dishonesty, rather will serve as an example on how the school identifies the unacceptable forms of academic honesty.
1. **Plagiarism:**

Examples of plagiarism are:
- Students generally place quotes within quotation marks but does not acknowledge the source.
- Students copy passages from internet, books, CD-ROMS etc., without using the quotation marks and does not acknowledge the source.
- Students paraphrase passages (Paraphrasing is writing a piece of text out in your own words from different sources) without acknowledging the sources.

**When to cite a source:**
- If you quote someone’s work
- If you restate an idea, thesis or opinion by another person
- If you paraphrase someone’s idea

**When not to cite a source:**
Common knowledge such as scientific laws and principles

2. **Collusion:**
Collaboration is different from collusion. Often students work in pairs in Science labs to collect data or discuss issues in Humanities classrooms. This is collaboration. Nevertheless, the final works must be produced independently, despite the fact that it may be based on similar data or ideas. If the students’ write-ups are identical, then this is considered as collusion.

3. **Duplicate submission:**
If a candidate submits the same or a very similar piece of work for history internal assessment and for an extended essay in history, this would be viewed as malpractice. However, it is perfectly acceptable for a candidate to study one aspect of a topic for internal assessment and another aspect of the same topic for an extended essay.

4. **Other forms of malpractice:**

**During Examinations:**
- Taking unauthorized materials to the exam hall like mobile phone, unauthorised calculators and other electronic devices, notes, etc.,
- Copying the work of another candidate, any attempt to disrupt the examination, distracting others
- Exchanging papers /calculators with answers
- Using technology/unauthorized software during the examination without the consent of the examiner
- Referring to or attempting to refer to, unauthorised material that is related to the examination
- Stealing examination papers
- Disclosing or discussing the content of an examination paper with a person outside the immediate school community within 24 hours after the examination
- Impersonating another candidate
- Helping/ initiating others to cheat and involve in activities leading to academic dishonesty

**Fabrication:**
- Students falsifying the data/information to make it look their own.
- Falsifying a CAS record
- Claim of consultation of sources that has not been used.
- Misrepresenting oneself in the school.

**Denying access to public information and material:**
Any attempt that facilitates the inaccessibility to library or any material of learning by removing information from books, deleting files from computers belonging to the school, etc., will lead to academic dishonesty.

**Conduct of the Examinations:**
Notice to Candidates and Items not permitted posters are attached in the Annexure 1.

**Roles and Responsibilities:**
1. **Student:**
   As students, your responsibilities in respect of academic honesty include the following:
   - You are responsible for your own work; you are expected to work independently and ensure that all work submitted for assessment is authentic, with the work or ideas of others fully acknowledged.
   - Before submitting your assessment, you are expected to review your own work. You are expected to comply with all internal school deadlines which may allow time for revising if the teacher doubts the authenticity of your work.
   - The sources such as books, magazines, journals, CD ROMs, web site links, photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar materials must be acknowledged.
   - All works of art, film, dance, music, theatre arts or visual arts must have their source/origin acknowledged.
   - Passages that are quoted verbatim must be enclosed within quotation marks and references cited. If any idea or argument of someone else's work is used, give the original owner credit, either in footnotes or in the text with parentheses.
   - You are required to check your work using Turnitin and you are expected to rewrite where necessary before submitting to the teacher. Failing to do this could result in an accusation of plagiarism, and/or a refusal to accept your work within school and/or to submit your work to the IB.
   - When submitting the assessment work, you are advised to sign the candidate declaration on the coversheets for all externally assessed components (except examination scripts) and all internal assessment to confirm that your work is authentic.
   - You should be aware that teachers have the right to refuse to sign your cover sheet if they do not believe the authenticity of your work. The IB will accept the teacher's decision in this case. It is the student's responsibility, to prove that all pieces of work are his/her own, and have not been plagiarized, if academic dishonesty is suspected.
2. **Parent:**

As a parent, you are expected to

- Establish a good level of communication with the school so that you understand the requirements of the Diploma Programme from the student's perspective and importance of academic honesty.
- Encourage your child to plan and schedule each assignment so as to comply with school deadlines.
- Encourage and guide him/her to work independently.
- Encourage him to approach his/her teacher for guidance in case of any difficulty.

3. **Teacher:**

All teachers at CPSGS share the responsibility of reinforcing best practices and teaching proper research skills. They are expected to:

- Support and create awareness on the School’s policy of good academic practice and provide candidates with advice whenever necessary.
- Guide the students with research techniques, train them with MLA referencing system and encourage them to cite the sources in all assessments and write individual reports.
- Inform clearly on guidelines for completing the assessment, researching as an individual or work in collaboration.
- Speak to the students regularly about their work and check drafts of it at various stages in the production process in order to make the student/teacher interaction more collaborative than evaluative.
- Stress the need for a balance of sources; internet sources alone are not acceptable.
- Use Turnitin to check final drafts of the Internal Assessments, Extended Essay and TOK essay. If candidate’s work is suspected, that work must not be accepted or submitted for assessment.
- Use correct citing conventions when providing candidates with reference material and act as role models.
- Ensure that the candidate’s work is authentic to the best of his or her knowledge before submission to the IB. In short, teachers must instigate the students to embrace all the right practices thus promoting academic honesty.
- When marking regular class and homework assignments that are not being submitted to the IB for assessment, teachers should take into account each candidate’s use and acknowledgment of sources. A portion of the marks awarded could be available for assessing the degree to which a candidate has correctly acknowledged all sources.
- After a candidate has signed the coversheet to the effect that his or her work is authentic and constitutes the final version of that work, the teacher (or supervisor in the case of an extended essay) must also sign and date the coversheet to the effect that to the best of his or her knowledge it is the authentic work of the candidate.

4. **Librarian:**

The Librarian is a very useful resource for all DP students and teachers. She will provide ethical guidance and information on the most appropriate citation system to use in each DP IA assignment, Extended Essay and TOK Essay. The Librarian is also responsible for the Turnitin subscription and will provide teaching staff with individual log-in information.
5. DPC & Administrators:

- The pedagogical leadership team, administrators and governing body must be aware of the policies and must be able to distinguish events/actions that constitute/promote academic dishonesty.
- DPC must be aware of the regulations provided by the IBO that govern the conduct of each examination session.
- DPC is responsible for creating awareness among the stakeholders about the academic honesty policy, procedure involved in investigating malpractices and its consequences.
- DPC must ensure that students receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources.
- DPC is responsible for initiating programs and workshop for teachers and students that will encourage in academic honesty.
- DPC must ensure that candidates are provided with regulations pertaining to the ‘Conduct of Examinations’ prior to the Diploma exams.
- DPC must have the potential to prevent, investigate, detect, plan and set right events/actions constituting to academic honesty in an open and fair way.

**Academic Honesty at CPS GS:**

After admitting students for the Diploma Programme, all stakeholders of the school community will be informed of what constitutes academic honesty through various modes of communication. This starts at the time of orientation session and continued in each interaction between the School community and the student and parent, right from Grade IX upwards. The policy is published in the School Management portal/extracts in the Student Handbook and DP Handbook distributed at the time of orientation. The school ensures that the parents and students sign a Declaration after taking admission to the Diploma Programme in order to abide by the rules laid down by the IB and also to bear the consequences if not taken in the right earnest.

CPS GS subscribes Turnitin, the software that offers a useful service in detecting plagiarism from the Internet for checking the authenticity of the candidate’s work.

CPS Global School prefers the use of the MLA referencing system (ANNEXURE 2) when acknowledging sources. Students are being trained to cite the resources they are referring to while they are preparing their assignments.

**Procedure for Investigating suspected cases of Academic Dishonesty:**

If a student is found to have breached the school’s standards of academic honesty in internal and external works and exams, it is the duty of the teacher to inform the Coordinator. Together they will look into the matter and after proper investigation will inform their concerns to the student. The student will be given an opportunity to reply to the incident. In case a student is found guilty of dishonesty, the consequences will be imposed and recorded, otherwise no record will be kept of that matter. The template of the malpractice report is attached in the ANNEXURE 3.

On the other hand, if inappropriate work is submitted to the IB, the Head of School in consultation with the Academic Director will decide the outcome of the case in line with the IBO’s policy and practice.

**Consequences:**

**For Primary Programme:**

- Student will receive formal counseling
- Certain privileges or responsibilities will be temporarily suspended
• Parents will be notified and called for a meeting with the Coordinator

For Secondary 1, IGCSE and Diploma Programme:

Internal Sanctions:

Internal sanctions may be imposed by the school for incidences of malpractice relating to all kinds of assessments – such as lab reports, project report, presentation, quiz, tests and semester examinations which do not involve internally and externally assessed final pieces of official examination work, and will include:

First Violation: Oral warning is given; Second chance is given to resubmit the work; parents are notified by the teacher; Counselling is given. For written examination, no grade is awarded for the respective subject.

Second Violation: Written statement from the candidate is obtained and recorded in his/her portfolio; No grade in that particular work task/assignment/subject; parents are notified by the Head of School; Counselling is given.

Third Violation: Warning letter is issued and recorded in his/her portfolio, failing grade in the respective semester; suspension from the school.

If the attitude continues, then, the Head of the school, in consultation with the Academic Director, request the parent to withdraw the child from the school.

External Sanctions:

External sanctions are those applied by the IB, and relate specifically to all pieces of work, usually ‘final version’ (internal assessments, TOK Essay, CAS, EE, Final Examinations) which count towards the final IB Diploma. In such cases, IB suggests the possible courses of action:

• The candidate can be allowed one opportunity to revise and re-submit the work, which must be completed on time for the co-ordinator to send the work to the examiner by the appropriate IB deadline. There is no opportunity to re-submit different work, if the cover sheet is signed.
• If there is insufficient time or unable to prove the authenticity of the work, the work will not be submitted. This will result in no grade being awarded for the subject concerned. This will mean that no Diploma is awarded.
• Every student has to sign a consent form acknowledging that all the work submitted by them, EE, TOK, CAS, IAs, Oral exam are their original work.

Consequences as defined by IBO:

• If the amount of plagiarism is minimal, zero marks will be awarded for the component or part of the component, but a grade will still be awarded for the subject. This is referred to as ‘Academic infringement’. No further penalty will be imposed and the case will not be recorded as malpractice.
• If a candidate is found to have plagiarized all or part of any assignment and if it is established as malpractice, then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded. However, a Diploma Programme courses results will be awarded for other subjects in which no malpractice has occurred.
• If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed.
• Misconduct during an examination will result in no grade being awarded for the specific subject involved.
- If the 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 final award committee may decide that the candidate will not be permitted to register for examinations in any future session.
- An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.
- An appeal may be made to the final award committee in the light of new factual evidence, within three months from the date of the original decision (Diploma Programme. Academic Honesty, International Baccalaureate Organization, July, 2011)

Declaration:

I have read and understood the Academic Honesty Policy and I assure that I will abide by it and not go against the school rules and policies.

Name of the Student: ____________________________________________

Date: ___________________________ Student’s Signature: ________________________

Name of the Parent: ____________________________________________

Date: ___________________________ Parent’s Signature: ________________________
ANNEXURE 1

Conduct of the examinations

Notice to candidates

General

1. Candidates must know their session number.

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 Diploma Programme coordinator, drinking water is permitted)

4. Candidates may take to their desk/table only the following items:
   - general stationary (for example, pen, pencil, eraser, geometry instruments, ruler), but correction fluid is not permitted
   - materials specified by the IB as required for a particular examination (for example, an electronic calculator is case study and/or a data booklet). Any IB published materials required for the examinations must be ‘clean’ copies that have not been used in the classroom or for private study
   - a translating dictionary for non-modern 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)

5. If required by the coordinator/invigilator, any item brought into the examination room must be available for inspection. This includes electronic calculators.

6. The following rules apply to the use of electronic calculators:
   - Candidates must not use or store data, programs or applications in their calculators that may exist them in an examination by removing the need to recall facts or formulas that are not provided in the examination materials.
   - Examination questions must not be stored or recorded in the memory of a calculator.
   - During an examination, no attempt must be made to conceal information or programs stored in a calculator.

7. If required by the coordinator/invigilator after an examination, a candidate must provide a list of information and programs stored on the calculator.

6. 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.

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

8. Five minutes reading time is permitted for all examinations except multiple choice examinations. Reading only is permitted during this time.

Arrival

9. Candidates must arrive in time for the start of an examination. Late arrivals may not be permitted.

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 material during the absence, or return with any material.

Academic misconduct

13. During the examination, and at any other time specified by the coordinator/invigilator, a candidate must not communicate with any other candidate.

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 impersonation of another candidate is not permitted.

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.

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

17. A candidate must not attempt to gain or solicit information about the content of an examination within 24 hours of an examination ending.

18. Candidates must not discuss the content of any examination paper with any person outside their immediate cohort within 24 hours of an examination ending (be that through social media or direct communication).

Failure to comply with any of these regulations will be considered academic misconduct and may result in no grade being awarded.

Early departures

19. Candidates will not be allowed to leave the examination room during the first hour or during the last 15 minutes of any examination. If the duration of the examination is one hour and 15 minutes or less, candidates will be allowed to leave during the examination.

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

End of the examination

21. It is the responsibility of the candidate to ensure that the front page of their cover sheet is correctly completed prior to departure from the examination room.

22. Candidates must return all examination papers, answer booklets and multiple choice answer sheets to the coordinator/invigilator at the end of the examination.

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

If you do not understand these regulations, please contact your Diploma Programme coordinator.
Conduct of the examinations

The following items are not permitted in the examination room:

- Electronic equipment
  Note: An approved calculator or personal CD player is permitted in certain examinations.
- Wearable technology
  Note: Examples include smart watches and smart glasses.
- Notes or rough/scratch paper
- Refreshments
  Note: Water is permitted at the discretion of the Diploma Programme coordinator.
- Books or guides

If you take any of these items into an IB examination—even if it is by mistake—you will be in breach of regulations and may not be eligible for a grade in the subject being examined.
ANNEXURE 2

MLA REFERENCING SYSTEM

General Guidelines

- Arrange the items on your reference alphabetically by last name of the author
- If no author is given, start with the title, eliminating any initial A, An, or The.
- Begin each entry at the left margin. Indent the following lines one-half inch from the left margin.
- Double-space within each entry, and between each entry.
- Follow carefully the punctuation, underlining, and capitalization in the examples.
- Shorten the name of the publishing company by eliminating articles (A, An, or The), business abbreviations (Co., Inc., Ltd.), and descriptive words (Books, House, Press). However, when citing a University Press, add the abbreviation "UP" (Ohio State UP). If the publisher’s name is the name of one or more persons, cite the first surname only (Abrams).

In-Text Citation

Parenthetical references

- The list of Works Cited at the end of your paper tells your reader what resources you used to write your paper. To avoid plagiarism or taking credit for ideas that are not your own, you must also indicate in the text of your paper precisely what is borrowed from a source and where to locate that information in the source.
- The in-text citation usually appears in parentheses and corresponds directly to an entry in your list of Works Cited.
- The author’s last name and the page number are usually enough to indicate the location in the source.
- If the author’s name is used in the sentence, do not repeat it in the citation.

In-Text Examples

| Author’s name in text | Sellers had expressed that the market changed in the 17th century (91-92). |
| Author’s name in reference | ...Sellers view on economic growth is not widely embraced among Historians (Cassell 9). |
| Multiple authors of a work | The literature also indicates (Hamilton and Spruill 231) that modest improvements have been made to training programs. |
| Two locations | Sellers market and democracy theory does have merit (91-92, 261). |
| Two works cited | (Salzman 38; Sellers 198) |
| References to volumes and pages | (Crowell 4: 19-22) |
| Corporate authors | (Chrysler Group, 2009 Annual Report 36-39) |
| Work with no author | (Time 22) |

1. Book with One Author

Author’s last name, First name and Middle initial [if available]. *Italicize Title*. Publication Location: Publishing Company, Year. Print.

*Example*

2. Book with Two Or Three Authors
First author’s last name, First name and Middle initial [if available], Second author’s First name and Last name, and Third author’s First name and Last name. *Italicize Title.* Publication Location: Publishing Company, Year. Print.

*Example*

3. Book with More Than Three Authors
First author’s last name, First name and Middle initial [if available], et al. *Italicize Title.* Publication Location: Publishing Company, Year. Print.

*Example*

4. Book with Editor’s & No Author
Editor’s last name, First name and Middle initial [if available], ed. *Italicize Title.* Publication Location: Publishing Company, Year. Print.

*Example*

5. Book with Author & Editor
Author’s last name, First name and Middle initial [if available]. “Title of Work in Quotations.” *Italicize Book Title.* Ed. Editor’s First name Middle initial [if available] and Last name. Publication Location: Publishing Company, Year. Pages. Print.

*Example*

6. Book with Two Editor
Editor’s last name, First name and Middle initial [if available], Editor’s First name Last name, eds [editors]. *Title of Book.* Publication Location: Publishing Company, Year. Print.

*Example*

7. Anthology (Essay, short story, poem, or other work that appears within a collection of literary pieces)
Author’s last name, First name and Middle initial [if available]. "Title or Description of the Essay/Short Story/Poem." *Italicize Title of Book.* Editor or Compiler (write Trans., Ed., or Comp.). Ed. or Comp. First name Last name. Publication Location: Publishing Company, Year. Print.

*Example*
8. Reference Books
If the article or entry is signed, place the author's name first; if it is unsigned, give the title first. For well-known reference works, it is not necessary to include full publication information. Include only the title of the reference source, edition, and date of publication.

a. Encyclopedia

Example

b. Dictionary – signed
Author's last name, First name and Middle initial. "Title of Article or Entry." Title of Reference Work. Editor's First name and Last name. Edition. Number of volumes in set. Publication Location: Publishing Company, Year. Format.

Example

9. Article from a newspaper
Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Newspaper* Day Month Year of publication, edition: page number(s). Format.

Example

10. Article from a popular magazine
Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Magazine* Day Month Year of publication: page numbers. Format.

Example

11. Article from a scholarly journal with continuous pagination
Author's last name, First name and Middle initial. "Title of Article." *Italicized Title of Journal* volume.issue [if available] (year): page number(s). Format.

Example

12. Article from an online full-text database
Author's last name, First name and Middle initial. "Title of Article." *Italicize Title of Journal* Volume number. Issue [when issue n. is available] (year): page range. *Italicize Name of Database*. Format. Day Month Year [when accessed].

Example
13. Webpage
Name of Author, Compiler, Director, Editor etc. of the work. “Title of the work.” URL title. Publisher or sponsor of the site (if not available use N.p.), Date of publication (day, month, and year, as available: if nothing is available, use n.d.). Format. Date of access (day, month and year).

Example

14. Online Book
Author’s Last Name, First Name Middle Initial. Italicize Title of Work. Edition [If Applicable]. Publication of Publication: Publisher, Year. Online Library or Retrieved Source. Web. Date of access.

Example

15. e Book
Author’s Last Name, First Name Middle Initial. Italicize Title of Work. Edition. Place of Publication: Publisher, Year. Name of Database. Web. Date of access.

Example

Online Citation tools
Bibme http://www.bibme.org/bibliography/saved
Easybib http://easybib.com/
Noodle Tools http://www.noodletools.com/
OSLIS Elementary MLA http://cm.oslis.org/MLACitations/elementary/
Source Aid http://www.sourceaid.com/