



*The world is your stage*

# CPS GLOBAL SCHOOL

## ACADEMIC INTEGRITY POLICY

Established: 2012  
Last Reviewed: 2022  
Next review: 2025



TH Road, SH 50, Thirumazhisai,  
Chennai 600 124, Tamil Nadu, India

[www.cpsglobalschool.com](http://www.cpsglobalschool.com)  
E: [info@cpsglobalschool.com](mailto:info@cpsglobalschool.com)

**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 Integrity:**

Academic integrity is a guiding principle in education and a choice to act in a responsible way whereby others can have trust in us as individuals. It is the foundation for ethical decision-making and behaviour in the production of legitimate, authentic and honest scholarly work.

Academic integrity goes beyond a definition and a well-structured school policy; it should also be part of an “ethical culture” of any educational institution, be that a primary school or a university. It is an obligation which must be embraced and fostered by the entire school community, so students continue their future life, whether in higher education or in the workplace, in strict adherence to this principle.

Fostering an academic integrity culture, and a personal positive attitude towards it, requires the design of a school strategy that combines policies and good academic practice, while understanding the fundamental dimension it has in the authentic construction of meaning and learning in all IB programmes.

### **Academic Integrity refers to:**

- responsibility for producing authentic and genuine individual and group work
- how to correctly attribute sources, acknowledging the work and ideas of others
- the responsible use of information technology and social media
- how to observe and adhere to ethical and honest practice during examinations.

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. **Paraphrasing-** Paraphrasing is interpreting a sourced text and expressing in one's own words. This is allowed as long as the source/s is/are acknowledged. One should use minimum words from the source text and also be alert as to not alter the sense of the original text.
7. Any other behavior such as malpractice during an examination, taking unauthorized material into an examination room, taking away examination material after the examination from the 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 Integrity.

### 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.

The following instructions were shared with the parents, teachers and students during the COVID 19 pandemic phase for the conduct of all in-school online summative examinations.

For Parents and students taking the examination via the online mode, kindly note the following points:

1. The examination will be conducted via the zoom portal for those appearing via online.
2. Students will need to login by 8:45 am sharp on the days of their examination.

3. Examination instructions will start at 9:00 am. Please refer to the Time Table for the exam timing.
4. The question paper will be shared via link pasted in the zoom chat box. In case someone has an issue, it will be sent via mail.
5. If your ward can print the QP they will be given about 5 min to print the same which they will scan and upload after the exam.
6. Students will also need to login through a 2<sup>nd</sup> device (phones, laptop) as well during exams and when the exam starts; they will need to place the 2<sup>nd</sup> device at such an angle that their laptop/desktop screen and workspace is clearly visible.
7. **The workspace should be totally clean with only their assessment notebook, stationery and laptop and the second device for proctoring purpose.**
8. Parents are requested also to proctor your ward from time to time to ensure that they maintain the exam ethics.
9. After completion of exam, students will need to scan the answer scripts **only as PDF** and mail to the respective subject teacher and wait for acknowledgement of the same; and then only leave the meeting.
10. In case of any discrepancy regarding the responses, the subject teacher can do a viva after the exam.
11. Post exam requests regarding answer scripts will NOT be entertained.
12. Answer scripts will NOT be accepted after 10 min of the exam unless approved by the subject teacher.
13. As per school policy, retest will NOT be conducted in case a student is absent.
14. The MCQ coding sheet (for required subjects) has already been shared with your ward during MT1. The printouts should be ready on the day of the exam. We have also attached the same with this mail for your reference.
15. Kindly ensure that there is a stable internet throughout the examination period.

## **Roles and Responsibilities:**

### **1. Student:**

As students, your responsibilities in respect of academic Integrity 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 software 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 authenticate your submission assignment 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. You must submit a declaration that all coursework submitted are your original work and that you have acknowledged the sources, wherever applicable.

## **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 Integrity.
- Encourage your ward 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, English A HL 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
- Assure 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 integrity.
- 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 indoctrinates academic Integrity culture in the school and offer ethical counselling in conjunction with information on Academic integrity. She will provide 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.

#### **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 Integrity 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 Integrity.
- 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 Integrity in an open and fair way.



## **Academic Integrity at CPS GS:**

After admitting students for the Diploma Programme, all stakeholders of the school community will be informed of what constitutes academic Integrity 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 Global School subscribes to Turnitin, the anti – plagiarism software that offers a useful service in detecting plagiarism from any online source for cross-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 Integrity 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 Lower Secondary, 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, English A HL Essay, 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-coordinator 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 declaration form acknowledging that all the work submitted by them, English A HL Essay, 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

The complete list of consequences can be obtained at

[https://resources.ibo.org/ib/topic/Academic-honesty/works/edu\\_11162-58121?lang=en&root=1.6.2.10.5](https://resources.ibo.org/ib/topic/Academic-honesty/works/edu_11162-58121?lang=en&root=1.6.2.10.5)

### **Links to Academic Integrity Policy**

#### **Link to Library Policy**

The integration of the Academic Policy with the Library policy is done in the following way. We in CPS GS have the following for student's resource access.

- **Core Collection**
- **Language Resources**
- **Subscriptions**
- **E-resources**

Whenever the students use these resources for any of the IB submissions, the librarian recommends and helps the students in proper referencing of the resources using the MLA format given in the annexure 1.

The librarian is also responsible for orienting the students on academic integrity and the citation process for all coursework submissions.

#### **Link to Assessment Policy**

The Academic Integrity Policy is integrally linked to the Assessment Policy in the sense that all the assessments done on the students are with utmost honesty and any misconduct will result in the consequences mentioned above in this document. The student is also under a written consent that any internal or external assessment, be it EE or IA or IO, is done with Academic integrity. All in-school summative examinations are conducted in the IBDP board exam prototype in order to familiarize students and teachers with the academic integrity expectations.

#### **Link to IT policy**

The Academic Integrity Policy and IT Policy go hand in hand when it comes to the use of information obtained from the internet for either research purposes or learning purposes. A proper referencing is done to all the data collected from the internet with the date of access. Any information obtained for the purpose of learning, presentation, assessment are all recommended to be properly referenced.

#### **Link to Admission Policy**

When it comes to Admissions, Academic Integrity is maintained when the candidate takes an entrance test onsite or online. For online tests, the whole session is recorded through video equipment like laptop, smart phone or tablet. With reference to onsite examination, it is ensured that the candidate is seated in a room under proper supervision.

### Review of the Academic Integrity Policy:

Inputs from all stakeholders will be taken as the improvement areas of the policy. These inputs will be asked in the month of September once in three years. The changes will be discussed by IBDP Coordinator with all stake holders and finally with Head of School for approval. The changes will be documented and will be shared with all stake holders. The revised policy will be uploaded in School Management portal also.

### Declaration:

I have read and understood the Academic Integrity 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: \_\_\_\_\_

### References:

- 1 [https://resources.ibo.org/data/academic-integrity\\_9798d3b2-b75b-4940-9bb1-e33c6d541add/academic-integrity-en\\_237ee4dd-b989-426d-b031-d032f5bc8a08.pdf](https://resources.ibo.org/data/academic-integrity_9798d3b2-b75b-4940-9bb1-e33c6d541add/academic-integrity-en_237ee4dd-b989-426d-b031-d032f5bc8a08.pdf)
- 2 OWL: Purdue Online Writing Lab MLA Formatting and Style Guide, Purdue University <https://owl.english.purdue.edu/owl/resource/747/01/>
- 3 Modern Language Association. *MLA Handbook for Writers of Research Papers*. New York: MLA, 2009. Print.
- 4 [https://resources.ibo.org/data/g\\_0\\_malpr\\_sup\\_1904\\_3a\\_e.pdf](https://resources.ibo.org/data/g_0_malpr_sup_1904_3a_e.pdf)
- 5 [https://resources.ibo.org/data/g\\_0\\_malpr\\_sup\\_1904\\_4\\_e.pdf](https://resources.ibo.org/data/g_0_malpr_sup_1904_4_e.pdf)
- 6 Academic Integrity Policies of IB Schools Worldwide.
- 7 International Baccalaureate Organization. 2019. Academic integrity.
- 8 Academic Integrity Policy, Symbiosis International School, Pune, India.

## ANNEXURE 1



### Conduct of the examinations

# Notice to candidates

The following instructions must be observed for all IB examinations. Failure to comply may result in no grade being awarded for the subject being examined.

If you do not understand these instructions, please contact your coordinator.



Arrive on time for your examination. You are not permitted to leave the examination within the first 60 minutes, or the last 15 minutes.



Do not communicate with other candidates in the examination room.



Do not bring any unauthorized materials to your desk.



Follow all invigilator instructions. Raise your hand if you require the invigilator's attention.



Do not take any examination material out of the examination room.



Ensure that you report any incidents of possible misconduct to your coordinator.



Do not discuss the content of the examination outside of your immediate cohort in the next 24 hours.



## Conduct of the examinations

# Items not permitted

If you take any of the following items into an IB examination - *even by mistake* - you will be in breach of regulations and may not be eligible for a grade in the subject being examined.

If you do not understand these instructions, please contact your coordinator.



### Electronic equipment

An approved calculator is permitted in certain examinations.



### Wearable technology

Note that this includes, but is not limited to, smart watches, smart glasses, and wireless headphones.



### Books or guides



### Rough/scratch paper or notes



### Refreshments

Water is permitted at the discretion of the coordinator.



## Conduct of the examinations

# Language acquisition listening comprehension examinations



You will have five minutes' reading time to review the content of the examination. No writing is allowed during this time.



Once the five minutes' reading time has concluded, you may write answers and notes at any time during the examination.



You may write notes in the spaces provided. Notes will not be marked.



Pauses are built in between each audio text.



You are only permitted to use wireless headphones if they are supplied by your school.



If the audio is played on an individual device, you are not permitted to interact with the device once the examination has started.



Once three beeps are heard, the examination has concluded, and you must stop writing.

Further to the information provided here, please ensure that you read the full instructions on the front page of each examination. If you would like any further information, please speak to your coordinator.

The conduct of examinations rules apply to these examinations and must be observed at all times.

## 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**

Koenig, Gloria. *Iconic LA: Stories of LA's Most Memorable Buildings*. Glendale: Balcony, 2000. Print.

### 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**

Landau, Robert, and John Pashdag. *Outrageous L.A.* San Francisco: Chronicle, 1984. Print.

### 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**

Gebhard, David, et al. *A Guide to Architecture in San Francisco & Northern California*. Santa Barbara: Peregrine, 1973. Print.

### 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**

Weisser, Susan Ostrov, ed. *Women and Romance: A Reader*. New York: New York UP, 2001. Print.

### 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**

Sheppard, Michael. "Assessment: From Reflectivity to Process Knowledge." *Handbook for Practice Learning in Social Work and Social Care: Knowledge and Theory*. Ed. Joyce Lishman. London: Jessica Kingsley, 2007. 128-137. Print.

### 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**

Townsend, Tony, and Richard Bates, eds. *Handbook of Teacher Education: Globalization, Standards and Professionalism in Times of Change*. Dordrecht: Springer, 2007. Print.

### 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 Ptory/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**

Orwell, George. "Such, Such Were the Joys." *The Art of the Personal Essay: An Anthology from the Classical Era to the Present*. Ed. Philip Lopate. New York: Anchor-Doubleday, 1994. Print.

## **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**

"Title of Article or Entry." Title of Reference Work. Edition. Year. Format.

#### **Example**

"Los Angeles." *The New Encyclopaedia Britannica: Macropaedia*. 15th ed. 1998. Print.

### **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**

Turner, Thornton F. "Mission." *A Dictionary of Architecture and Building*. Ed. Russell Sturgis. 1st ed. 3 Vols. New York: Macmillan, 1902. Print.

## **8. 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**

Ouroussoff, Nicolai. "Enduring Legacy: How the Spanish Missions Still Shape Modern California." *Los Angeles Times* 7 Sept. 1997, home ed.: B2+. Print.

## **9. 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**

Mezrich, Ben. "To Live and Die in L.A." *Wired* May 2003: 131-135. Print.

## **10. 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**

Faragher, John Mack. "Bungalow and Ranch House: The Architectural Backwash of California." *Western Historical Quarterly* 32.2 (2001): 149-173. Print.

## **11. 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**

Kellogg, Craig. "Looks Count." *Interior Design*. 74.3 (2003): 208-213. *Academic Search Elite*. Web. 24 Dec. 2009.

**12. 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**

Matthews, Kevin. "W. E. Oliver House." *Greatbuildings.com*. Architecture Week Great Buildings Collection, 2010. Web. 1 Feb. 2010.

**13. 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**

Stevenson, Robert Louis. *Treasure Island*. London: Cassell & Company, 1883. *Google Book*. Web. 1 Sept. 2015.

**14. 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**

Heffron, Sean. *The Skinny on Your First in College*. Westport: Rand Media, 2011. *eBook Academic Collection (EBSCOhost)*. Web. 1 Sept. 2015.

**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/>

**ANNEXURE 3**

**MALPRACTICE REPORT**

Student: \_\_\_\_\_ Year: \_\_\_\_\_

Subject: \_\_\_\_\_ Teacher: \_\_\_\_\_

Nature of Malpractice: Plagiarism Collusion Duplication Unfair Practice Any other \_\_\_\_\_

**Teacher’s report:**To provide a detailed summary statement of the scenario including:

Incident Date(s) \_\_\_\_\_

Stated requirements and conditions for the activity \_\_\_\_\_

Specific evidence of malpractice (*report may include a seating plan (in the case of written examinations), rough notes produced by the candidate for the work concerned or early drafts of the candidate’s work*)  
\_\_\_\_\_

Plagiarized source indicated / included - Yes / No / Not applicable

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**DPC’s Report:**

Provide a detailed statement including severity of the situation  
\_\_\_\_\_  
\_\_\_\_\_

Recommended consequences, in line with the School Academic Integrity Policy  
\_\_\_\_\_

Signature of DPC: \_\_\_\_\_ Date: \_\_\_\_\_

**Student Response:**  
\_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Interview Report (if conducted):**  
\_\_\_\_\_

**School Action:**  
\_\_\_\_\_

Signature of Head of School: \_\_\_\_\_ Date: \_\_\_\_\_