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# Citation and Referencing Continuum with instructor feedback.

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## 7 Appendix

### 7.1 Continuum of expectations across all year groups

Factors	(K2) Grade 1-2	Grade 3-5	Grade 6-7	Grade 8-9	Grade 10-12	
Essential Questions	What type of material did you use, what is the title, who created it/who does it "belong" to?	What type of material did you use, what is the title, who created it/who does it belong to and how current is it?	What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it?	What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it?	What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it, when do I cite work, what needs a citation, and how is citation used in different types of writing?	
Citation expectations	Awareness of ownership - "belongs to"/ creator	Name of source, name of creator, publication date. Formatting flexible; title may be italicized or underlined.	Name of source, name of creator, publication date, location of information in source (e.g., page number). Formatting flexible; title may be italicized or underlined.	Name of source, name of creator, publication date, location of information in source (e.g., page number), and publication date. Accurate MLA formatting in bibliography and INCLUDE the URL of websites.	What type of material did you use, who created it/who does it belong to, where in the material did your information come from (can someone track back and find it?) and how current is it, when do I cite work, what needs a citation, and how is citation used in different types of writing?	
What and When to cite?	Anywhere students use others ideas or information.	Anywhere students use others ideas or information. E.g. individual/ group inquiry projects (Units of Inquiry)/ PYP exhibition	Anywhere students research and use others ideas or information e.g. IA, individual/group assignments etc.	Anywhere students research and use others ideas or information e.g. IA, individual/group assignments etc.	All assignments where research and the use of others ideas and information take places e.g. Personal Project, Extended Essay, IA, individual/group assignments ToK and CAS.	
In-text citation	N/A	Attempts to cite in text pictures and graphs.	In-text pictures, graphs, quotes and attempt to paraphrase	In-text pictures, graphs, tables etc. When use author voice directly e.g. quotation or paraphrase (error acceptable)	In-text pictures, graphs, tables, summary etc. When using author voice directly e.g. quotation or paraphrase (error acceptable)	
Suggested Tools	Handwriting	Handwriting or use referencing tools e.g. Noodle Tools/ Easy Bib EDU	Use referencing tools e.g. Noodle Tools/ Easy Bib EDU	Use referencing tools e.g. Noodle Tools/ Easy Bib EDU Attempt to use Mendeley	Use referencing tools e.g. Noodle Tools/ Easy Bib EDU. Using Mendeley for note taking & essay planning are highly encouraged.	
	Book (print/online)	Title by Author name e.g. Cat in the Hat by Dr. Suess	Title by Author Last name, First name. Page number	Author Last name, First name. Title. Publication year: Page. URL	Author Last, First M. Book. City: Publisher, Year Published. Print./ Web. Date of access. <URL>. (Order should be accurate).	Standard MLA reference style for a printed or ebook or The IB's minimum requirements for a book
	Website/ Webpage	Website/ webpage title e.g. From World Bank website	Website/ webpage title by Name of the contributor(s), URL(if typing)	Author Last name, First name. Title of Website/ webpage. Publication year, Date of access. URL (copy and paste)	Last name, First name. "Article Title." Website Title. Publisher of Website, DoP. Web. Date of access. <URL>. (Accurate order )	Standard MLA reference style for a website/webpage or The IB's minimum requirements
	Newspaper/ Magazine	Discussion about original source.	Article title from Newspaper/ Magazine name.	Author last name, First name. Article	Author last name, First name. "Title of the article".	Standard MLA reference style for a Newspaper/magazine

Source / Material				title and Newspaper / Magazine name. URL	Newspaper/Magazine Name (italic). DoP & DoA and URL	article or The IB's minimum requirements
	Journal Article (Print/Online)	Article tile by Author name (1 <sup>st</sup> author)	Title in quotation by Last name, First name of author. Year of publication in parenthesis. URL/DOI (if typing)	Last name, First name of author. Title in quotation. Name of the Journal. Year of publication in parenthesis. URL/DOI	Last name, First name of author. Title in quotation. Name of the Journal. Year of publication in parenthesis. Page number. URL/DOI	Standard MLA reference style for a journal article or The IB's minimum requirements
	Image (Printed/Online)	n/a	Image name (if any) by creator name or Website or the URL (if typing)	Name of creator/ Website and the URL	Name of creator/ Website and the URL with access date	Standard MLA reference style for an Image or The IB's minimum requirements
	Music@Audio/Video	Name of the contributor/ singer/ Album	Name of the recording (song/album) by Last name, First name of the contributor.	Last name, First name of the contributor. Name of the recording (song). Name of the brand. Year of production.	Last name, First name of the contributor. <i>Name of the recording (italic)</i> . Name of the brand. Year of production. Recording type.	Standard MLA reference style for a Music@Audio/Video or The IB's minimum requirements
	Interview	Discuss about the interviewee	Full name of the person and date of interview e.g. <b>Interview with ..... on 25/07/2016</b>	Last name, First name. Personal interview. Date.	Last name, First name. Personal interview. Date of interview. Medium URL (if any)	Standard MLA reference style for an Interview or The IB's minimum requirements
	Social Media/ Blog	N/A	Contributor name and social media name in parenthesis e.g. EIS (Facebook)	Last name, First name. Posting date, URL and social media name in parenthesis	Last name, First name. Posting date. Title of the post (medium e.g. video, image) and URL.	Last name, First name. Posting date. Title of the post (medium e.g. video, image) and URL. Access date.
IB Learner Profile IB Attitudes ATL skills	Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills	Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills	Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills	Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills	Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills	Principled, Knowledgeable Integrity, Respect Self-management, social, communication, thinking and research skills
Role of Teacher/ Supervisor/ Teacher-Librarian	1.When using a picture in the classroom, talk about where it came from; 2.When reading books, talk about the author, title (and illustrator) 3. Discuss that publications are created by someone and the work belongs to that person; making clear what will happen if submitted work is not the learner's own.	1+2+3  4.Discuss that publications are created by someone and the work belongs to that person;  5. Discuss publication date 6. Introduce academic honesty (basic plagiarism)	1+2+3+4+5  7. Teachers are expected to know, and teach, the difference between information resulting from search engines and where the information appears on an actual website.  8. Discuss in-text citation, reference and bibliography and model in-text citation 9. Introduce types of plagiarism and attempt to use plagiarism feedback symbols	1+2+3+4+5+6+7  8. Use proper MLA format to document materials used with students or on your webpages, including the URL of websites.  9. Ensure in-text citation, reference and bibliography with accurate in order and Accurate punctuations. Errors are acceptable in some cases. 10. Use plagiarism/ referencing error feedback symbols on students works	1-10  11. Ensure in-text citation, reference and bibliography with accurate order and punctuations. Errors are not acceptable! 12. All feedback should be given by symbols wherever applicable.	
Feedback on Plagiarism and Referencing errors (see Annex 7.2)	N/A	N/A	Attempt to use plagiarism feedback symbols for electronic submissions (See annex)	Use plagiarism and referencing error feedback symbols for IA, individual/group assignments etc. (See annex)	Must use plagiarism and referencing error feedback symbols for any assignment e.g. Personal Project, Extended Essay, IA, individual/group assignments ToK and CAS. (See annex)	

## 7.2 Bibliography and Referencing errors using symbols (Teachers only)

Plagiarism Continuum			Common Bibliography and Referencing Errors		
Problem statement	Types of Plagiarism	Feedback symbol	Problem statement	Types of Bibliography & Referencing errors	Feedback symbol
Submitting another’s work, word-for-word, as one’s own.	Clone	CL	Wrong alphabetical order in bibliography or cited works	Alphabetization	AL
Information contains significant portions of text from a single source without alterations.	Ctrl+C	CC	Wrong citation or referencing style	Wrong style	WS
Changing key words and phrases from the original work but retaining the essential content of the source	Find+Replace (Idea Theft)	FR	Accurate citation and referencing but using different styles in one paper	Broken style	BS
Relying too heavily on the vocabulary and syntax of the source material.	Patchwriting	PW	Paraphrasing the work by just changing few keywords/ omitting few words	Skimpy paraphrase	SP
Paraphrasing from different sources and making the content fit together seamlessly.	Remix	RX	Work created without consulting other sources or least sources	Minimal reference	MR
Combining perfectly cited sources with copied passages— without citation—in one paper.	Hybrid	HB	Reference(s) mentioned in the work cited list but no in-text citation	Spare references	SR
Mix of copied material from several sources without proper citation.	Mashup	MU	Use in-text citation but no bibliography	Uncited references	UR
Work that includes citations to non-existent or inaccurate information sources	404 Error	4E	Missing writer/author thoughts, feelings, passions, dreams, beliefs, fears and attitudes in the text	No Author Voice	NA
Work that has proper citation, but the cited sources doesn’t contain almost no original work.	Aggregation	AG	Paraphrasing the work by just changing few keywords/ omitting few words	Skimpy paraphrase	SP
Work that includes proper citation, but relies too closely on the original sources wording and/or structure.	Re-Tweet	RT	It is recommended to exercise the error symbols from grade 9 but should be mandatory from grade 10-12 students and teachers!		
Borrowing generously from one’s own previous work without citation	Self-plagiarism (Recycling)	SP			

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