NES International School Mumbai
-IB World School

ACADEMIC HONESTY POLICY

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1 | P a g e

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.

School Mission Statement :

NES International School Mumbai, provides a holistic educational programme for students to become knowledgeable, open-minded, caring inquirers with intercultural perspective, instilling in them a strong urge to become lifelong learners, peace-ambassadors and tomorrow's leaders in local as well as global context.

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 recognise 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 POLICY

Academic honesty and integrity is an indispensable part of the International Baccalaureate Organization and core of the school's ethos. Promoting and educating academic honesty skills is embedded within the school curriculum. The school believes in promoting the academic integrity than penalizing academic dishonesty. It is clearly stated in the Procedures Manual that the "Candidates are required to act in a **responsible and ethical manner throughout their participation** in the PYP/MYP/IBDP and examinations." The purpose of this policy is to clearly state the expectations that the faculty has from the students and role and responsibilities of the teachers, to ensure that the learners present authentic work by maintaining their integrity.

Discipline and Academic Honesty Policy
The Academic Honesty Policy is a part of the Discipline Policy and has been written in detail.

Academic Dishonesty/ Malpractice

Definition and description given by IBO

Malpractice: In the IB publication 'Academic honesty: guidance for schools'. "Malpractice is defined as behaviour that results, in or may result in the candidate or any other candidate gaining an unfair advantage in one or more assessment component". Malpractice includes:

Plagiarism: The representation of the ideas or work of another person as the candidate's own that is not limited to text; it also applies to works from the arts (including music, film, dance, theatre, arts) math, science, computer science etc.

Types of plagiarism

 Plagiarism: not using quotation marks

When you use someone else's words, always put them in quotation marks and cite the source. If you include a quote, use the exact words of the author.

Plagiarism: Not citing the source of information

- All information / ideas that are not part of general knowledge that one obtains from someone else must be cited. Use footnotes or endnotes to acknowledge the source.
- If the source of the idea emerged in an idea expressed by the fellow student or while listening to a fellow student / teacher / person you need to specify in the footnotes.

Plagiarism: Paraphrasing that is too similar to original source

"Paraphrasing is the rendition or another person's words presented in a new style and integrated grammatically into the writing…… Because paraphrasing uses the ideas of another person, it is still necessary to acknowledge the source.

- Try not to use the sequence and the arrangement of the words of the original
- Do not keep the original in front of you while writing or else you will unconsciously be doing what you want to avoid - Plagiarism
- Try to present authentic work, try to understand and synthesize the material and then write in your own inimitable style.

Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's own work to be copied or submitted for assessment by another

- Both parties will be considered guilty and will have to bear similar consequences.
- If two works are exactly the same, with same introduction it will be construed as collusion and not as collaboration
- There are occasions when collaboration with other candidates is permitted or actively encouraged; however unless instructed by the teacher, the work must be produced independently, despite the fact that it may be based on similar data.

Duplication of work: The presentation of the same work for different assessment components and/ or diploma requirements"

The definition of malpractice also includes "any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate"

Institutional Malpractice: Breaches of regulations are not confined to candidates. Inappropriate actions on the part of the school which compromise the integrity of the IB assessments and examinations are construed as institutional malpractice. Some examples of such actions are:

- providing a candidate with undue assistance in the production of any work (whether written or oral) that contributes to the assessment requirements of the Diploma Programme
- the unauthorized rescheduling of an examination
- failing to keep the examination papers secure prior to an examination
- opening examination paper packets prior to an examination
- Leaking' of questions prior to the official start of an examination
- leaving candidates unsupervised during an examination
- allowing additional time in examinations without authorization from the IB
- tampering with the answer scripts of a candidate before sealing the papers in the assigned packet for posting to the IB.
- releasing an examination paper, or otherwise disclosing information about the content of a paper, within 24 hours after the examination.

Promoting Academic Honesty and preventing malpractices

Discipline Committee

The discipline committee is annually appointed by the Head of the School. The committee will execute the school discipline policy and make recommendations to the HOS.

Academic Honesty Policy is a part of the all School discipline policy. As per the School discipline policy the discipline committee will relay its recommendations and decisions regarding disciplinary issues to the HOS who may as per the policy exercise discretion if need be. The HOS is the final binding point of appeal for any disciplinary matters.

Responsibility of Discipline Committee

- The Discipline committee will strive to establish a school culture that actively encourages academic honesty and a school policy that promotes ethical academic practice
- Confirm that all students, teachers and student's parents are acquainted with and support this policy
- Ensure that all IBO assignments and examinations, whether assessed internally or externally, are conducted with absolute integrity, strictly according to the guidelines provided in the IBO Regulations
- Support the IBO fully in the prevention, detection and investigation of academic

dishonesty and malpractice
- The discipline committee will ensure that all students understand what constitutes academic honesty, an authentic piece of work and intellectual property
- receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- understand what constitutes malpractice (particularly plagiarism, collusion and misconduct during an examination)
- are aware of the consequences of being found guilty of malpractice

Responsibility of teachers:
The head of the school and his/ her nominee and the teachers should ensure that all candidates :-
- understand what constitutes academic honesty and an authentic piece of work
- make students aware of what constitutes academic dishonesty in their respective classes and how it undermines the learning process.
- make students aware of the consequences of academic dishonesty
- make them understand what constitutes malpractices particularly plagiarism and collusion.
- teach students how to use the words and ideas of others appropriately to support their own oral and written communication: "using the words and ideas of another person to support one's arguments while following accepted practices is an integral part of any intellectual endeavour, and integrating these words and ideas with one's own in accepted ways is an important academic skill."
- be vigilant about preventing and identifying malpractices at all grade levels and in all subjects.
- structure assignments and tests so as to minimize the opportunity for student dishonesty and malpractice. This includes requiring students to submit work to the plagiarism prevention website turnitin.com
- Teachers are expected to provide candidates with convention for acknowledging all sources.

It is the responsibility of the teacher to confirm that, to the best of his/her knowledge, all candidates work, submitted for assessment is authentic.

Responsibility of students:
Students are expected to :
- not to indulge in any kind of academic collusion, plagiarism, duplication of work and all other forms of cheating.

- inform the staff when any other student has committed any of the above mentioned academic dishonesty.
- present authentic work
- present work that acknowledges the sources
- Candidates themselves must bear the consequences if they submit any work that is not their own, regardless of whether the plagiarism was unintentional or deliberate.
- the candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with work or ideas of others fully and correctly acknowledged.
- in PYP, academic honesty is affirmed by following the **Kathy Schrock's** citation guide

Measures taken by the school to ensure the authenticity of work

- In all internal assessments and written assignments personal files are maintained to record the plagiarism and collusion
- The school realizes that academic honesty is a determining factor for the functioning of the school and at the primary and middle school level efforts will be made to nip academic dishonesty.
- All the students will take the zero plagiarism pledge in the beginning of the new academic session
- Students' work submitted for assessment will be screened using online web-based services such as http://turnitin.com which exposes plagiarized material and enables teachers to ensure that student submissions are truly authentic.
- School has adopted MLA format as official bibliographic format.
- Teachers and students at all levels of the school will receive regular training in the use of this format.

Academic Dishonesty and Malpractice: Consequences
Students who join NES International School Mumbai will have to strictly follow the school academic honesty policy and therefore expected to follow it religiously. Failure to do so will face the severe consequences.

1(a) First- time and minor offences in class work and homework assignments:
- The concerned subject teacher will provide the erring student with the necessary feedback, pointing out why the work is unacceptable.
- The student will re-submit the work, incorporating the feedback provided by the teacher.

- The homeroom teacher will be informed and the transgression will be recorded.

1(b) Repetition of minor offences in class work and homework assignments:
- The subject teacher will report the matter to the homeroom teacher and the coordinator who will counsel the student appropriately.
- The student will re-submit the required work.
- The student will submit a signed declaration letter of his intent to adhere to the principles of academic honesty in future. This will be placed in the student's personal file.
- The student and his (her) parents will be warned in writing that further offences may lead to disciplinary action. This warning will also be placed in the student's personal file.

2. Malpractice in work submitted for internal (school) assessments:
- Assignments, reports, projects, research papers with a high degree of plagiarized material and / or evidence of collusion will not be graded.
- Subject teachers will inform the homeroom teacher, who will record the transgression after counseling the student. Coordinator will also be informed.
- The student will be given one opportunity to re-submit the work with the required modification, within a specified deadline with one verbal warning.
- If the students fail to do so teacher will not grade the work.
- A letter will be sent to the parent of the student from the Coordinator by explaining why the assessment has not been graded. Same will be informed to the Head of the school and/ or Principal.
- For the Extended Essay and Theory of knowledge, the students will have to sign the academic honesty agreement.

3. Misconduct during an internal term end written examination of the school
- The concerned invigilator will deal with the issue (confiscate illicit material; warn examinees who are talking or distracting others) quietly and with minimum distraction to other candidates.
- The invigilator will submit a written report of the incident to the coordinator immediately after the examination.
- The coordinator will convene a meeting with the invigilator, the subject teacher and the homeroom teacher of the student to examine evidence and decide upon the seriousness of the transgression and submit the report to Head of the School/principal and other concerned authorities.
- The Principal/Head of School will be consulted to confirm the nature of the

transgression and the severity of the sanction to be administered.

- The student and parents will be informed of the decision.
- The matter will be recorded in the student's personal file

4. Malpractice in work submitted for IBO internal assessments/Extended Essay/TOK

1. Internal assessments, Extended Essay and TOK essays with a high degree of plagiarism and / or collusion submitted by students will not be accepted.
2. Supervisor or subject teacher will ask for clarification and report this to the DP coordinator.
3. The DP coordinator will ask clarification from the student and he/she will have to redo the assignment after issuing a verbal warning.
4. If the student resubmits plagiarized work the subject teacher/supervisor will inform the coordinator and coordinator will report it to the principal. The principal will call the parent and take necessary disciplinary action against the student.
5. All internal assessments and essays will be scanned through TURNITIN software. If any student work is detected with a high % of plagiarism for the third time, the student work will not be graded. Parents will be informed about the same by the principal.

5. Misconduct during an external examination of the IBO

Any misconduct during an external IBO examination, the school will strictly follow the rules prescribed by IBO regarding malpractice and its consequences which is attached here at the appendix. Serious misconduct at this level may lose the student's diploma.

APPENDICES

Extracts taken from the IBO Academic Honesty document July 2009 for reference.

4 The prevention of malpractice:

4.2 It is an IB requirement that every IB World School (or entity) that offers the Diploma Programme has a policy to promote academic honesty. This policy must be shared with candidates before they begin the Diploma Programme and be followed by reminders throughout the two years of the programme. The way in which this policy is shared with candidates is left to the discretion of the head of school. However, it is recommended that candidates receive formal tuition in research and study skills, receive a copy of the policy and are made aware that the coordinator and teachers are available to offer further advice and guidance.

4.3 All subject areas must contribute to the development of a policy on academic honesty so that candidates gain a clear idea of what constitutes plagiarism in a variety of disciplines. The need to acknowledge the source of data, works of art, computer programs, photographs, diagrams, illustrations, maps, etc must also be made clear to candidates by their subject teachers. **It is advisable that a policy on academic honesty should be a whole-school policy that is not confined to Diploma Programme candidates and those subjects offered by the programme.**

4.4 The school policy may draw upon the attributes of the IB learner profile, which express the values inherent to the IB continuum of international education. The profile is a clear and concise statement of the aims and values of the IB, and an embodiment of what the IB means by "international-mindedness". Attention may be drawn, for example, to IB learners striving to be "principled", which means that candidates act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

4.5 A school policy on academic honesty should at least include:
- the IB definitions of plagiarism, collusion and the duplication of work
- appropriate reference to the IB learner profile
- advice on and/or examples of what constitutes academic dishonesty, Intellectual property, plagiarism, the duplication of work and authentic authorship
- examples of conventions for citing and acknowledging original authorship
- guidance on the distinction between legitimate collaboration and unacceptable collusion
- information on what action will be taken by the IB if a candidate is suspected of

malpractice and subsequently found guilty

- an extract from the provisions of the Regulations relating to malpractice.

Schools are advised to include in their policy a requirement for every candidate studying the Diploma Programme, regardless of their registration category, to sign a declaration stating that all work they submit for assessment will be their own authentic work. This would effectively cover all class assignments, homework assignments and work undertaken for IB assessments. However, this does not negate the need to sign the candidate declaration on coversheets submitted with work for assessment or moderation.

4.6 It is important that the policy is not confined to or does not emphasize the penalties that will be applied to candidates who neglect to acknowledge their sources. The policy must be a means of promoting good practice: a practical reference that is used and perceived in a positive way. The emphasis should be on prevention, not detection and penalties.

4.7 The policy may refer to the existence of internet sites that can be used to detect plagiarized text. In fact, candidates must be warned that the IB randomly checks candidates" work for plagiarism using a web-based plagiarism prevention service. An additional deterrent is the vigilance of examiners who are adept at identifying text and material that is not the authentic work of a candidate.

4.10 In addition to subject teachers and the school librarian, the support of candidates" legal Guardians can be enlisted to promote good academic practice and consistent standards. In fact, for schools where the candidature reflects a variety of cultural backgrounds it is important to inform legal guardians about the standards the school is trying to uphold. Legal guardians „understanding and cooperation is an important factor in encouraging academic honesty and should not be overlooked.

11 Offences and their penalty

11.1 Penalties are imposed on a candidate found guilty of malpractice in order to:

- ensure that the candidate does not gain an unfair advantage
- maintain the integrity of the examination session by excluding those candidates who have abused the system
- deter other candidates from taking the same action.

11.2 The committee will not take into account the consequences of imposing a penalty; the penalty will be imposed according to the nature of the offence. However, the committee will take into consideration all the information presented by teachers and the coordinator in their statements on the case. This information may include mitigating circumstances.

11.3 When judging a case of alleged malpractice the committee will disregard the registration category of the candidate. If a candidate is found guilty, the aim is to penalize the candidate only for the subject in which he or she has been found guilty of malpractice. For example, if a retake candidate is guilty of malpractice in one subject the grade for that subject obtained in a previous session will be carried over to the current session and any higher grades in other retake subjects will be counted in the current session.

11.4 Work submitted by a candidate for assessment may contravene standard academic practice by failing to acknowledge the ideas or words of another person using quotation marks (or some other accepted practice). However, if there is some attempt by the candidate to acknowledge the source in the bibliography, the final award committee may designate a case of this type an academic infringement and not malpractice. The judgment as to whether "academic infringement" is the appropriate decision will be partly based on the quantity of text (or other media) that has been copied by the candidate.

11.5 If the final award committee decides that an academic infringement has been established, no mark will be awarded for the component or part(s) of the component. The candidate will still be eligible for a grade in the subject or diploma requirement concerned. No further penalty will be imposed and the case will not be recorded as malpractice. In such a case, the decision regarding academic infringement will be notified in accordance with 12.1 below.

11.6 If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned. (No lesser penalty for malpractice is available to the final award committee.) In the case of a diploma candidate the consequence is that no diploma will be awarded to the candidate. However, a certificate of results will be awarded for other subjects in which no malpractice has occurred.

11.7 If a candidate is found guilty of malpractice in his or her third attempt at achieving the diploma or improving the number of points for the diploma, the candidate will not be Permitted a fourth examination session in which to achieve the diploma or improve the number of diploma points.

11.8 If a candidate is found guilty of malpractice the candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established (subject to the provisions of section 11.7). In other words, the candidate cannot register for the examination session that takes place six months after the session in which they were found guilty of malpractice, regardless of which subject or diploma requirements the candidate wishes to retake.

11.9 If a candidate is found guilty of malpractice in the production of one (or more) of several assignments required for a component, the candidate is not eligible for a mark based on his or her performance in the remaining assignments for the component: no grade will be awarded for the subject. For example, the internal assessment requirement for a subject may require a portfolio of four separate assignments. If a candidate is found to have plagiarized all or part of one assignment, a mark for his or her internal assessment will not be based on the remaining three assignments: no grade will be awarded for the subject.

11.10 If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee may decide that the candidate will not be permitted to register for examinations in any future session.

11.11 An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established. This includes the enquiry upon results service when, for example, a senior examiner may identify plagiarism in a piece of work that previously went unnoticed by the teacher or assistant examiner.

11.12 Although a case may not warrant a penalty against one or more candidates, on occasion a letter may be sent to the head of school on behalf of the final award committee insisting that greater care be taken to avoid a similar incident occurring again.

NES International School Mumbai
- IB World School

ACADEMIC HONESTY AGREEMENT

I…………………………………………….. will   in no way indulge in plagiarism, collusion or any other malpractice. If I do, I will be ready to face the consequences, which may even lead to No award of the Diploma Programme.

Signature of the candidate   **Signature of the Parent**

PLEDGE

As a student of NES International School Mumbai, I pledge my total commitment to the principles of Academic Integrity as described in the school's Academic Honesty Policy and will encourage others to abide by the policy as well. I pledge never to give or receive unauthorized aid in the completion of my academic work. I will never present someone else's work as my own and will always acknowledge the source of my information, using acceptable citation procedures.

Research and Style Manual

Works Cited for Grades 1-6

Students as early as grade one can understand the rationale for giving credit for created works. They feel pride when their own work is exhibited, and teachers and library media specialists can easily transfer this feeling of ownership to the works of others. Working backwards from the MLA citation format for grades 7 through 12, here are suggested citation formats for each of the other grades for the most common reference materials.

Research and Style Manual

Works Cited for Grades 1

For a book:

1. Name of the author.
2. Title of the book, italicized.

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Joanna Cole.  The Magic Schoolbus, Lost in the Solar System.
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For an article from a print encyclopedia:

1. Name of the article you looked up.
2. Name of the encyclopedia, italicized.
3. Print.

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Shark. The World Book Encyclopedia. Print.
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For an article from an encyclopedia on CD-ROM:

1. Name of the article you looked up.
2. Name of the encyclopedia, italicized.
3. CD-ROM.

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Abraham Lincoln.  Compton's Interactive Encyclopedia. CD-ROM.

Dinosaur.  First Connections: The Golden Book Encyclopedia. CD-ROM.
```

For an article from an encyclopedia found online:

1. Name of the article you looked up.
2. Name of the encyclopedia, italicized.
3. Web..

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Dinosaur.  World Book. Web.

Turtle.  Compton's Living Encyclopedia. Web.
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Research and Style Manual

Works Cited for Grade 2

For a book:

1. Name of the author.
2. Title of the book, italicized.
3. Date book was published.

   Neil Ardley. *The Science Book of Magnets*. 1991.

For an article from a print encyclopedia:

1. Subject of the article you looked up.
2. Title of the encyclopedia, italicized .
3. Year the encyclopedia was published.
4. Print.

   Planet. *The World Book Encyclopedia*. 1995. Print.

For an article from an encyclopedia on CD-ROM:

1. Subject of the article you looked up.
2. Title of the encyclopedia, italicized .
3. Date the encyclopedia was published.
4. CD-ROM.

   George Washington. *The World Book Multimedia Encyclopedia.* 1995.
   CD-ROM.

   Elephant. *First Connections: The Golden Book Encyclopedia.* 1992.
   CD-ROM.

For an article from an encyclopedia found online:

1. Subject of the article you looked up.
2. Title of the encyclopedia, italicized .
3. Web..

   Panda. *World Book*. Web.

   Tornado. *Grolier Multimedia Encyclopedia.* Web.

Research and Style Manual

Works Cited for Grade 3

1. Follow the punctuation in the examples exactly.
2. Be sure to put the author's last name before the first name, with the two names separated by a comma.
3. If you look up information about a person in an encyclopedia, that person's name should also be written last name first.
4. If you cannot find some information, such as author, just leave it out.

For a book:

1. Author's name, last name first.
2. Title of book, italicized .
3. Copyright date.

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Landau, Elaine.  Sea Horses.  1999.
```

For an article from a print encyclopedia:

1. The subject you looked up, in quotation marks.
2. Full title of encyclopedia, italicized .
3. Copyright date.
4. Print.

```
"Jaguar."  International Wildlife Encyclopedia.  1991. Print.

"Washington, George." The World Book Encyclopedia.  2000. Print.
```

For an article from an encyclopedia on CD-ROM:

1. The subject you looked up, in quotation marks.
2. Full title of encyclopedia, italicized .
3. Copyright date.
4. CD-ROM.

```
"Earthquake."  Compton's Interactive Encyclopedia.  1994. CD-ROM.

"Dog."  First Connections: The Golden Book Encyclopedia.
 1995.  CD-ROM.

"Tiger."  The San Diego Zoo Presents The Animals!  1994.  CD-ROM.
```

Works Cited for Grade 3

For an encyclopedia from an online service:

1. The subject you looked up, in quotation marks.
2. Full title of encyclopedia, italicized .
3. Web.
4. Date you visited (proper format in the example).

```
"Panda."  Compton's Living Encyclopedia. Web. 23 Nov.
1999.
```

For an article from the World Wide Web:

1. Name of the author, if you can find it, last name first.
2. Title of the article, in quotes.
3. Title of the home page, if available, italicized.
4. Web.
5. Date you visited (see the examples).

```
Schaller, George B.  "Tiger." World Book Online. Web. 16 Dec. 1999.

"Cheetah." The Cyber Zoomobile. Web. 23 Nov. 1998. Web.

"Factoids: Polar Bears."  Environmental News Network. Web.
26 Jan. 1998.

Arnett, Bill. "The Moon."  The Planets. Web. 21 May 1998.
```

Works Cited for Grades 4

1. For each source listed, begin first line at margin and indent each line that follows.
2. Follow punctuation of the examples exactly.
3. If you cannot find some information, such as author or place of publication, just leave it out.
4. Arrange all sources in one list, alphabetically by first word, which will generally be either the author's last name or the first important word of the title (ignore A, An, The as the first word in the title.)

PRINT SOURCES

Book with one author:

1. Author, last name first.
2. *Title of book.* (italicized)
3. City of publication:
4. Publisher, date of publication.

```
Gibbons, Gail.  Caves and Caverns. New York:
   Harcourt Brace, 1993.
```

Book with two authors:

1. Authors, in order they are listed on the title page.
2. *Title of book.* (italicized)
3. City of publication:
4. Publisher, date of publication.

```
Ride, Sally and Tom O'Shaughnessy.  The Third Planet.  New York:
   Crown Publishers, 1994.
```

Works Cited for Grade 4

Encyclopedia and other familiar reference books:

1. Author of article (if available).
2. "Title of article."
3. *Title of book.* (italicized)
4. Date of edition. (Volume and page number not necessary if articles are arranged alphabetically).
5. Print.

```
Bigg, Michael A.  "Whale."  The World Book Encyclopedia. 1992. Print.

Fehrenbacher, Don E.  "Lincoln, Abraham." The New Book of Knowledge.
   1994. Print.

"New Jersey."  Compton's Encyclopedia.  1992. Print.
```

Article in a periodical (magazines, newspapers):

1. Author (if available).
2. "Title of article."
3. *Periodical title*   (italicized) date: page.
4. Print.

```
Bonar, Samantha.  "Forecast:  Hot and Hotter!"  3-2-1 Contact
     June 1996: 8-10. Print.

Neeley, Dequendre.  "Retirement complex proposed in Oradell."  The
     Record  21 Aug. 1996: NJ1. Print.
```

ELECTRONIC SOURCES

Encyclopedia and other publications on CD-ROM

1. Author (if available).
2. "Title of article."
3. *Title of product*   (underlined).
4. Edition or version (if relevant)
5. City of publication: Publisher, date of publication.
6. CD-ROM.

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Garbarino, Merwyn S.  "Delaware Indians."  The World Book
   Multimedia Encyclopedia. 1995 ed. Chicago:  World Book
   Inc., 1995. CD-ROM.

Musser, Jay C.  "Chocolate."  Grolier MultiMedia Encyclopedia.
   1992 ed. Danbury, CT:  Grolier Electronic Publishing,
   Inc., 1992. CD-ROM..
```

Works Cited for Grade 4

ONLINE SOURCES

Encyclopedia from an online service:

1. Author, if shown
2. "Title of the article."
3. *Name of encyclopedia*   (underlined).
4. Name of publisher, date of publication, if available.
5. *Name of the online subscription service hosting the encyclopedia.*
6. Web.
7. Date of your visit.

```
"Planets."  Compton's Living Encyclopedia .
    Compton's Learning Company, 1996. CLAMSnet. Web. 29 Aug. 1998.

 Kelland, Frank.  "New Jersey."  Grolier Multimedia Encyclopedia,
     Grolier Interactive Inc. America Online. Web. 13 July 1998.
```

Web Sites:

1. Author, if known
2. "Title of the article."
3. *Title of Web site.*
4. Web.
5. Date of your visit.

```
Clemens, Paul and Robert M. Hordon. "New Jersey." World
    Book Online. Web. 12 Dec. 1999..

Sultzman, Lee. "Delaware History." Web. 23 Nov. 1998.


Vallis, Glenn.  "New Jersey During the Revolution."  Web. 13 Sept. 1998.


Arnett, Bill. "Saturn." The Planets. Web. 21 May 1998.


"Discovering Whales."  Welcome to the Watery World of Whales. Web.
    14 Oct. 1998.
```

Research and Style Manual

Works Cited for Grades 5

1. For each source listed, begin first line at margin and indent each line that follows.
2. Underline or use italics for titles of books, periodicals and software. Titles of articles are enclosed in quotation marks.
3. Note punctuation and follow exactly.
4. If required information, such as author or place of publication, is not available, just leave it out.
5. Arrange all sources in one list, alphabetically by first word, which will generally be either the author's last name or the first important word of the title.

PRINT SOURCES

Book with one author:

1. Author.
2. *Title of book.*(italicized)
3. City of publication:
4. Publisher, date of publication.

```
Cohen, Daniel.  America's Very Own Ghosts.  New
    York:  Doubleday, 1985.
```

Encyclopedia and other familiar reference books:

1. Author of article (if available).
2. "Title of article."
3. *Title of book.*(italicized)
4. Date of edition. (Volume and page number not necessary if articles are arranged alphabetically).
5. Print.

```
Eiselen, Malcolm R.  "Franklin, Benjamin."  The World Book
    Encyclopedia. 1999. Print.

"France." Compton's Encyclopedia. 1998. Print.
```

Article in a periodical:

1. Author (if available).
2. "Title of article."
3. *Periodical title* (italicized) date: page.
4. Print.

```
Haverkamp, Beth.  "Bad Women and Bandit Queens."  Cobblestone
    May 1996: 20-22. Print

"N.F.L. Training Camp Report"  The New York Times
    21 Aug. 1996: B12. Print.
```

Works Cited for Grades 5

ELECTRONIC SOURCES

Encyclopedia and other publications on CD-ROM:

1. Author (if available).
2. "Title of article."
3. *Title of product* (italicized or in italics).
4. Edition or version (if relevant)
5. City of publication: Publisher, date of publication.
6. CD-ROM.

```
Cashman, Katharine V.  "Volcano."  World Book Multimedia
     Encyclopedia. 1999 ed. Chicago:  World Book
     Inc., 1999. CD-ROM.

"Japan."  Cartopedia. New York: Dorling
     Kindersley, 1995. CD-ROM.

Solnick, Bruce B. "Christopher Columbus." Grolier MultiMedia
     Encyclopedia.  1994 ed. Danbury, CT:  Grolier Electronic
     Publishing, Inc., 1992. CD-ROM.

Leicester, Henry M. "Chemistry." Microsoft Encarta.  1998 ed.
      Redmond, WA:  Microsoft Corporation, 1998. CD-ROM.

"Engine, Four-Stroke." David Macauley: The Way Things Work.
     New York: Dorling Kindersley, 1994.  CD-ROM.
```

ONLINE SOURCES

Encyclopedia from an online service:

1. Author, if shown
2. "Title of the article."
3. *Name of encyclopedia* (italicized).
4. Name of publisher, date of publication, if available.
5. *Name of the online subscription service hosting the encyclopedia*.
6. Web
7. Date of your visit.

```
"Animal Rights." Compton's Living Encyclopedia.
     Compton's Learning Company, 1996. CLAMSnet. Web. 22 Aug. 1998.

Ketcham, Ralph.  "Franklin, Benjamin."  Grolier Multimedia Encyclopedia.
      1997. Grolier Interactive Inc. Web. 17 September 1998.
```

Works Cited for Grades 5

World Wide Web:

1. Author (if known).
2. "Title of article."
3. *Title of complete work.*
4. Web.
5. Date of visit.

Waring, Richard H. "Tree." *World Book Online*. Web. 12 Dec. 1999.

"Biographical Data: Jay Apt." *NASA Astronaut Biographies.*
        Web. 10 Jan. 1999.

"Statistical Summary: America's Major Wars." *The U.S. Civil
    War Center.* Web. 17 Aug. 1999.

 Arnett, Bill. "Comets." *The Planets*. Web. 21 May 1999.

Research and Style Manual

Works Cited for Grade 6

1. For each source listed, begin first line at margin and indent each line that follows.

2. Underline or use italics for titles of books, periodicals and software. Titles of articles are enclosed in quotation marks.
3. Note punctuation and follow exactly.
4. If required information, such as author or place of publication, is not available, just leave it out.
5. Arrange all sources in one list, alphabetically by first word, which will generally be either the author's last name or the first important word of the title.

PRINT SOURCES
Book with one author:

1. Author.

2. *Title of book.* (italicized)
3. City of publication:
4.
   Publisher, date of publication.

   ```
   Cohen, Daniel.  America's Very Own Ghosts. New
           York: Doubleday, 2013.
   ```

Book with two authors:

1. Authors (in the order they are given in the book).

2. *Title of book.* (italicized)
3. City of publication:
4. Publisher, date.

   ```
   Smith, Elizabeth, and David Wright. Rocks and Minerals.
         Chicago: Macmillan, 1995.
   ```

Encyclopedia and other familiar reference books:

1. Author of article (if available).

2. "Title of article."
3. *Title of book.* (italicized)
4. Date of edition. (Volume and page number not necessary if articles are arranged alphabetically).
5. Print.

   ```
   Eiselen, Malcolm R.  "Franklin, Benjamin."  The World Book
       Encyclopedia. 1999. Print.

   "France." Compton's Encyclopedia. 1998. Print.
   ```

Works Cited for Grade 6

Article in a periodical:

1. Author (if available).
2. "Title of article."
3. *Periodical title* (italicized) date: page.
4. Print.

   Haverkamp, Beth. "Bad Women and Bandit Queens." *Cobblestone*
   May 1996: 20-22. Print.

   "N.F.L. Training Camp Report" *The New York*
   Times 21 Aug. 1996: B12. Print.

INTERVIEW CONDUCTED BY THE RESEARCHER

1. Name of person interviewed.
2. Type of interview.
3. Date of interview.
4. Print.

   Whitman, Christie. Personal interview. 20 Aug. 1999. Print.

   Ford, Harrison. Telephone interview. 26 Jan. 1999. Print.

ELECTRONIC SOURCES

Encyclopedia and other publications on CD-ROM:

1. Author (if available).
2. "Title of article."
3. *Title of product* (italicized or in italics).
4. Edition or version (if relevant)
5. City of publication: Publisher, date of publication.
6. CD-ROM.

   Cashman, Katharine V. "Volcano." *World Book Multimedia*
   Encyclopedia. 1999 ed. CD-ROM. Chicago: World Book

Works Cited for Grades 6

World Wide Web:

1. Author (if known).

2. "Title of article."
3. *Title of complete work.* (if relevant, italicized)
4. Date of resource creation.
5. Web.
6. Date of visit.

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Boritt, Gabor S. "Civil War." World Book Online. 9 August 2013. Web. 10
    September 2013.


Norton, R.J. "An Overview of John Wilkes Booth's Assassination of
    President Abraham Lincoln." Abraham Lincoln's Assassination. 8
    August 1999. Web. 28 Nov. 1999.

"Statistical Summary: America's Major Wars." The U.S. Civil War
   Center. 7 July 2013. Web. 14 Aug. 2013.

Arnett, Bill. "Callisto." The Planets. 10 March 2013. Web.21 May 2013.


Winter, Mark. "Nitrogen." WebElements. 1 Jan. 2013. Web. 9 July 2013.
```

Personal e-mail:

1. Author.

2. "Subject line from posting."
3. Message to
4. Date of posting.
5. Medium.

```
Thompson, Barry. "Computer Viruses." Message to author. 26 Nov. 2013. E-mail.
```

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