

A Guide to Referencing and Citations

Including the International School of
Lausanne's style sheet.

An Introduction

What are the rules you need to follow in order to ensure that you reference your work correctly? There are two different things that you should learn about before you start: honesty and presentation.

Much of what is included here concerns the presentation of your work. However, first and foremost, you must be academically honest.

So what does that mean? Included below are some guidelines.

Academic Honesty

The academically honest student:

DOES

- value the originality and integrity of his/her own thoughts and ideas
- keep and maintain accurate, personal course notes
- ask beforehand what kinds of external help are permissible
- document source material in a formal and appropriate manner
- use direct quotations appropriately
- understand the concepts of plagiarism and academic honesty
- understand the concept of cheating, regarding both school-based work and external examinations
- acknowledge explicitly and appropriately help provided by another person

DOES NOT

- copy the internal assessment or coursework of another person
- give another student his/her own work to copy or use unless given permission by the teacher
- use notes during a test or examination unless specifically allowed to do so by the teacher, and permitted by the rules of the examination
- communicate in any way with, seek assistance from, or give assistance to, another student whilst an examination or test is in progress
- do homework for another student or allow another student to copy his/her homework with a teachers permission
- present ideas and/or material written by another person as his/her own
- purchase and submit pieces of writing written by someone else
- write essays for other students
- present artistic or creative work that has been reproduced from the work of another person, except in a manner allowed by the teacher or permitted by the examination rules

Some Simple Common Sense Ideas

Although there are some very specific rules and regulations you should follow in order to reference your work correctly, common sense goes a long way. Here are some reminders:

- Write for an educated adult but make it easy to read
- Know how to use a word processing package like Microsoft Word or Google Docs
- Take the time and effort to check your work for punctuation and grammatical errors before you submit your work. Read each sentence aloud to check for clarity
- Take the time and effort to spell-check your work. Look at which words you got wrong and try to avoid making the same mistake next time
- If you are unsure whether to formally reference a source, it is better to over reference than under reference
- ALWAYS provide quotations and formal referencing for things you have quoted directly
- Do not try to pass off another person's work as your own

ISL's Style Sheet

Presentation

Different countries, different languages, different subjects and even different teachers may have slightly different approaches, but the essentials are the same.

At ISL all work produced using IT should follow the guidelines below.

- Include a 'header' with your personal details (full name, class name or IB candidate number), and, if appropriate, task number or subject area. This should appear on each page.
- Number all pages using the # function on the "header". The number should appear in the top right-hand corner of every page or at the bottom.
- Use a simple, medium-sized font: 12 pt Times New Roman or Arial are preferred fonts.
- Use 1½ or double spacing between lines (or even double spacing but avoid single spacing).
- Use bold for the title of the essay.
- Indent the first line of each new paragraph or leave a blank line between each paragraph.
- Include a word count at the end of each piece of work.
- For all titles of novels, films, works of art, musical works and newspapers use italics (do not underline, and do not use quotation marks, unless this is for short poems, essay titles which are not your own and songs).

Quotations and Referencing

ISL uses the **Harvard author-date system** for referencing, in line with the house style of the IBO as outlined in *The Fine Line*. The Harvard system has the advantage of being well accepted in the international academic world.

Each student in Year 12 and 13 should have a copy of *The Fine Line*, as does the library. What follows is a guide to be used for students when preparing their academic work. If you wish to source something that is not included in this guide, you should check with a teacher.

What follows is a more detailed version of chapter entitled "References". See Wallace E (1999: 117-120) and information adapted from University of Bournemouth student service.

When told anything, our natural reaction is to ask, "How do you know?" References allow the intelligent and inquisitive reader to check up on what you say. To carry out this checking, academic work uses three basic methods:

1. Quotations (or citations in the text) which are easily and accurately traced and which are therefore referenced
2. Footnotes
3. Bibliography (references at the end of the text)

Some of what follows is a little complicated at first glance. However, it is important that you use the same system throughout your work.

All statements, opinions, conclusions, etc. taken from another source should be cited, whether the work is directly **quoted, paraphrased or summarised**.

In the Harvard System cited publications are referenced in the text by giving the author's surname and the year of publication and possibly a page number (see section 1, **Citation in the Text**) and are listed in a bibliography at the end of the text (see section 3, **References at the end of a piece of work**).

This is called the author-date system as we cite the author followed by the date.

Originators/authors: the person or organization shown most prominently in the source as responsible for the content in its published form should be given. For anonymous works use the title of the work instead of a name. For certain kinds of work, for example, dictionaries or encyclopedias, or if an item is the co-operative work of many individuals, none of whom have a dominant role (possibly videos or films) the title may be used instead of an originator or author.

Dates: if an exact year or date is not known, an approximate date preceded by 'ca.' may be supplied and given in square brackets. If no such approximation is possible, that should be stated: [ca.1750] or [no date].

Citations in the Text

(Author Surname, 2009) no punctuation, no page number, unless it is a quotation, no URL's. Year of writing if you know, if you do not, year accessed. If you do not know the author, TITLE of website or report.

- **Quotations** – as a general rule at ISL, if the quote is less than a line it may be included in the body of the text in quotation marks. **Longer quotations are indented** and single-spaced; quotation marks are not required. For citations of particular parts of the document the page numbers, etc. **should** be given after the year in parentheses.
- **Summaries or paraphrases** – give the citation where it occurs naturally or at the end of the relevant piece of writing.
- **Diagrams, illustrations** – should be referenced as though they were a quotation if they have been taken from a published work.
- If details of **particular parts of a document** are required, for example, page numbers, they should be given after the year within the parentheses.
- **Rules for citation in text for printed documents also apply to electronic documents except where there are no pages.** If an electronic document does not include pages or an equivalent internal referencing system, the extent of the item may be indicated in terms such as the total number of lines, screens, etc. For example, "[35 lines]" or "[approx. 12 screens]".

Examples

- I. If the **author's name occurs naturally in the sentence** the year is given in parentheses:-
 - a. *In a popular study Harvey (1992) argued that we have to teach good practices...*
 - b. *As Harvey (1992, p.21) said, "good practices must be taught" and so we...*
- II. If the **name does not occur naturally in the sentence**, both name and year are given in parentheses:-
 - a. *A more recent study (Stevens 1998) has shown the way theory and practical work interact.*
 - b. *Theory rises out of practice, and once validated, returns to direct or explain the practice (Stevens 1998).*

- III. When an author has published more than one cited document in the same year,** these are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the parentheses:-

a. *Johnson (1994a) discussed the subject...*

- IV. If there are two authors,** the surnames of both should be given:-

a. *Matthews and Jones (1997) have proposed that...*

- V. If there are more than two authors** the surname of the first author only should be given, followed by et al.:-

a. *Office costs amount to 20% of total costs in most business (Wilson et al. 1997)*

(A full listing of names should appear in the bibliography.)

- VI. If the work is anonymous,** the title of the work should be used:-

a. *In an article (Wikipedia 2009) it was stated that...*

- VII. If it is a reference to a newspaper article** with no author, the name of the paper can be used.

a. *More people than ever seem to be using retail home delivery (The Times 1996)*

(You should use the same style in the bibliography.)

- VIII. If you refer to a source quoted in another source,** you cite both in the text:-

a. *A study by Smith (1960 cited Jones 1994) showed that...*

(You should list only the work you have read, i.e. Jones, in the bibliography.)

- IX. If you refer to a contributor in a source*,** you cite just the contributor:-

a. *Software development has been given as the cornerstone in this industry (Bantz 1995).*

* See Section 2 below for an explanation of how to list contributions (chapters in books, articles in journals, papers in conference proceeding) in the bibliography.

- X. If you refer to a person who has not produced a work,** or contributed to one, but who is quoted in someone else's work, it is suggested that you should mention the person's name and you must cite the source author:-

- a. *Richard Hammond stressed the part psychology plays in advertising in an interview with Marshall (1999).*
- b. *"Advertising will always play on peoples' desires", Richard Hammond said in a recent article (Marshall 1999, p.67).*

(You should list the work that has been published, i.e. Marshall, in the bibliography.)

- XI. **Personal communications:-** Cite personal communications in the text only. Give initials as well as the surname of the communicator and provide as exact a date as possible.

Many designers do not understand the needs of disabled people according to J. O. Reiss (personal communication, April 18, 1997).

Citing Electronic Material in Text (a special note)

From websites wherever possible you should try to find an author for your material. If this is not available you should replace the author with the title of the website. If you cannot find the date of the article, use the year accessed.

Climate change was at the forefront of Business and Economic news this week (Riley G 2006).

... met in Thailand to discuss how to better protect their interests and show that people, together with governments and aid agencies, can take better charge of recovery efforts. (UNDP 2006).

Footnotes and ibid and Op.Cit

The Harvard author-date system does not encourage the use of footnotes. They are never to be used to reference a book or article. For the purposes of use within ISL, in order to stay within the Harvard system – **Do not use footnotes.**

Never write ibid or op.cit when using the **Harvard System** *ibid* is short for *ibidem*, which is Latin for "in the same place". *op. cit.* is short for either *opus citatum* (the work quoted), or *opere citato* (in the work quoted). People who use the numbering system often use one (or more!) of these terms to save writing the details of the same book every time they reference it. If you see one of them, it means "hunt back until you can find the details in a previous reference". The Harvard system was

created to avoid this problem.

References at the end of a Piece of Work (Bibliography)

At the end of a piece of work, list references to documents cited in the text. This list may be called a *Bibliography* or more commonly *References*. **In the Harvard System, the references are listed in alphabetical order of authors' names (or title of publication or website if you do not know the author).**

If you have cited more than one item by a specific author in the same year, they should be listed chronologically (earliest first), and by letter (1993a, 1993b) if more than one item has been published during a specific year. Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication.

For place of publication, give the city. If more than one town/city is listed, give the first one or the location of the publisher's head office. If the town/city is not well known, you may in addition add a county, region or state. Note that in the United States of America states are denoted by a two letter code, for example, Hillsdale, NJ.

For the publisher's name omit superfluous terms such as *Publishers, Co, or Inc.* Always retain the words *Books* or *Press*. Where the publisher is a university and the place or location is included in the name of the university, do not repeat the place of publication.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited. Underlining is an acceptable alternative to italics **only when** bibliographies are hand written.

You should have all your references by alphabetical order and there should be no categories (such as books, online etc).

Examples

I. Reference to a book

Author's SURNAME, INITIALS. (Year of publication)*Title*. Edition (if not the first). Place of publication, Publisher.

- a. MERCER, P.A. (1991) *Private View data in the UK*. 2nd ed. London, Longman.

II. Reference to a book with two authors

author's SURNAME, INITIALS. & SURNAME, INITIALS (Year of publication) *Title of book*. Place of publication, Publisher.

- a. MERCER, P.A. & SMITH, G., (1991) *Private View data in the UK*. 2nd ed. London, Longman.

III. Reference to a book with more than two authors

author's SURNAME, INITIALS. et al (Year of publication) *Title of book*. Place of publication, Publisher.

- a. MERCER, P.A. et al (1991) *Private View data in the UK*. 2nd ed. London, Longman.

IV. Reference from one author within a text by another author

Contributing author's SURNAME, INITIALS. (Year of publication) *Title of contribution*. Followed by *In*: INITIALS. SURNAME, of author or editor of publication followed by ed. or eds. if relevant. *Title of book*. Place of publication, Publisher, Page number(s) of contribution.

- a. BANTZ, C.R., 1995. *Social dimensions of software development*. In: J.A. ANDERSON, ed. *Annual Review of Software Management and Development*. Newbury Park, CA: Sage, 502-510.

V. Reference to an article in a journal

Author's SURNAME, INITIALS. (Year of publication) Title of article. *Title of journal*, Volume number and (part number), Page numbers of contribution.

- a. EVANS, W.A., 1994. Approaches to Intelligent Information Retrieval. *Information Processing and Management*, 7 (2), 147-168.

VI. Reference to a newspaper article

Author's SURNAME, INITIALS. (or NEWSPAPER TITLE) (Year of publication) Title of article. *Title of newspaper*, Day and month, Page number/s and column number.

- a. INDEPENDENT (1992) Picking up the Bills. *Independent*, 4 June, p.28a.

VII. Reference to a map

Originator's SURNAME, first name or initials, (maybe cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.), (Year of publication) *Title*, Scale (should be given normally as a ratio). Place of publication: Publisher.

- a. MASON, J. (1832) *Map of the countries lying between Spain and India*, 1:8,000,000. London: Ordnance Survey.

VIII. Reference to a conference paper

Contributing author's SURNAME, INITIALS. (Year of publication) Title of contribution. Followed by *In*: INITIALS. SURNAME, of editor of proceedings

(if applicable) followed by ed. *Title of conference proceedings* including date and place of conference. Place of publication: Publisher, Page numbers of contribution.

- a. SILVER, K. (1991) Electronic mail: the new way to communicate. *In*: D.I. RAITT, ed. *9th international online information meeting, 3-5 December 1990 London*. Oxford: Learned Information, 323-330.

IX. Reference to a publication from a corporate body (a company)

(A government department or other organization). NAME OF ISSUING BODY, (Year of publication) *Title of publication*. Place of publication: Publisher, Report Number (where relevant).

- a. UNESCO. (1993) *General information programme and UNISIST*. Paris: Unesco, (PGI-93/WS/22).

X. Reference to another student's extended essay or work

Author's SURNAME, INITIALS. (Year of publication) *Title of work*, (and type). Name of institution to which submitted.

- a. AGUTTER, A.J. (1995) *The linguistic significance of current British slang*. Thesis (PhD). Edinburgh University.

XI. Reference to a patent

ORIGINATOR, (name of applicant) (Year of publication) *Title of patent*. Series designation, which may include full date.

- a. PHILIP MORRIS INC. (1981) *Optical perforating apparatus and system*. European patent application 0021165 A1. 1981-01-07.

XII. Reference to a video, film or broadcast

Title, Year. (For films the preferred date is the year of release in the country of production.) Material designation. Subsidiary originator. (Optional but director is preferred, SURNAME in capitals) Production details – place: organization.

- a. *Macbeth*, (1948) Film. Directed by Orson WELLES. USA: Republic Pictures.
- b. *Birds in the Garden*, 1998. Video. London: Harper Videos.

XIII. Programmes and series

The number and title of the episode should normally be given, as well as the series title, the transmitting organization and channel, the full date and time of transmission.

- a. *Yes, Prime Minister*, Episode 1, The Ministerial Broadcast, (1986) TV, BBC2. 1986 Jan 16. News at Ten, 2001. Jan 27. 2200 hrs.

XIV. Contributions: individual items within a programme should be cited as contributors.

- a. BLAIR, Tony, (1997) Interview. *In: Six O'clock News*. TV, BBC1. 1997 Feb 29. 1823 hrs.

Electronic Material

Remember, often for websites you do not have the name of the author or the date. You do not write author unknown but the title of the website. If you do not know the date written, use the date accessed.

I. Reference to web pages/sites and e-books

Author's /Editor's SURNAME, INITIALS., (Year) *Title* [online]. (Edition). Place of publication, Publisher (if ascertainable). Available from: URL [Accessed Date].

- a. HOLLAND, M., (2004). *Guide to citing Internet sources* [online]. Poole, Bournemouth University. Available from:
http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html [Accessed 4 November 2004].

II. Reference to e-journals

Author's SURNAME, INITIALS., (Year) *Title. Journal Title* [online], volume (issue), location within host. Available from: URL [Accessed Date].

- a. KORB, K.B., (1995) Persons and things: book review of Bringsjord on Robot- Consciousness. *Psychology* [online], 6 (15). Available from:
<http://psycprints.ecs.soton.ac.uk/archive/OO000462/> [Accessed 20 May 2004].

III. Reference to mailbase/listserv e-mail lists

Author's SURNAME, INITIALS., Day Month (Year) Subject of message. *Discussion List* [online] Available from: list e-mail address [Accessed Date].

- a. BRACK, E.V., 2 May 2004. Re: Computing short courses. *Lis-link* [online]. Available from: jiscmail@jiscmail.ac.uk [Accessed 17 Jun 2004]. e.g. JENSEN, L.R., 12 Dec 1999. Recommendation of student radio/tv in English. *IASTAR* [online]. Available from: LISTSERV@FTP.NRG.DTU.DK [Accessed 29 Apr 2004]. Academic Services, Bournemouth University July 2005

It should be noted that items may only be kept on discussion group servers for a short time and hence may not be suitable for referencing. A local copy could be kept by the author who is giving the citation, with a note to this effect.

IV. Reference to personal electronic communications (e-mail)

Sender's SURNAME, INITIALS. (Sender's e-mail address), (Day Month Year) *Subject of Message*. e-mail to Recipient's INITIALS. SURNAME (Recipient's email address).

- a. LOWMAN, D. (deborah_lowman@pbsinc.com), (4 Apr 2000). *RE: ProCite and Internet Refere.* e-mail to P. CROSS (pcross@bournemouth.ac.uk).

V. Social networking sites (Facebook, Twitter, Bebo etc)

AUTHOR(S) (Year) *Title of page*. [Title of web site] Day/month of posted message. Available from: web address. [Date accessed].

- a. JONES, S. (2009) *Referencing Group*. [Facebook] 5th May. Available from: www.facebook.com. [Accessed 09/05/09].

VI. Wikis

WIKI NAME. (Year) *Title of article*. [Online]. Available from: web address. [Accessed date].

- a. INFOTEACH (2007) *Learning outcomes*. [Online]. Available from: http://infoteach.org/wiki/doku.php/learning_outcomes. [Accessed 18/04/08].

VII. Podcasts

BROADCASTER (if available). (year) *Name of podcast* [type of resource e.g. podcast]. Organisation/publisher responsible (optional), day of podcast (day, month) Available from: web address [date accessed].

- a. HOPKIN, K. (2008) *The mythical daily water requirement* [podcast]. Scientific American, 2nd April. Available from: <http://www.sciam.com/podcast/episode.cfm?id=OBD1CF72E4112EE5A4CDEE3447E81C93> [Accessed 03/04/08].

VIII. Online images

ORIGINATOR (Year) *Description or title of image* [Online image]. Available from: web address. [Date accessed].

- a. SCIENCEBLOGS (2006) *Polar Bear* [Online image] Available from: <http://scienceblogs.com/strangerfruit/polarbear.jpg> [Accessed 15/06/09].

IX. Reference to CD-ROMs and DVDs

This section refers to CD-ROMs which are works in their own right and not bibliographic databases.

Author's SURNAME, INITIALS., (Year) *Title* [type of medium CD-ROM]. (Edition). Place of publication, Publisher (if ascertainable). Available from: Supplier/Database identifier or number (optional) [Accessed Date] (optional).

- a. HAWKING, S.W., (1994) *A brief history of time: an interactive adventure*. [CDROM]. Crunch Media.

X. Reference to an online film (such as Youtube)

This section refers to videos that you might have found online or taken from video sharing sites. Remember you are looking for the author or producer of the film you are referencing.

SCREEN NAME. (Year). *Title of film* [type of resource]. Available from: web address [Date accessed].

- a. LOSANGELESOPERA. (2008). *Tristan und Isolde* podcast [online video]. Available from: <http://www.youtube.com/watch?v=SgqqxAilSRw> [Accessed 03/04/12].

XI. Reference to AI generated material

AI TOOL USED, (Year) Prompt: "*Full text of prompt entered to generate text*". Available from: URL of AI tool [Accessed Date].

- a. CHATGPT, (2023). Prompt: "*What is the difference between demand and aggregate demand*". Available from: <https://chat.openai.com/> [Accessed 4 March 2023].