

Referencing Scope and Sequence Draft May 2014 (based on IB documents)

	Year 7 (MYP)	Year 8 (MYP)	Year 9 (MYP)	Year 10 (MYP)	Year 11 (MYP)	Year 12 & 13 (Diploma)
Bibliography expectations APA	Alphabetical order Author or Corp is included Correct capitalisation Date of access if no date for the resource.	Alphabetical order Author or Corp is included Correct capitalisation Correct format for the type of resource.	Alphabetical order Author or Corp is included Correct capitalisation Correct citation format for the type of resource. Attempted correct formatting of the bibliography & paper - typeface, line spacing, indentation, punctuation, page numbering, headings.	Alphabetical order Author or Corp is included Correct capitalisation Correct format for the type of resource. Correct formatting of the bibliography & paper - typeface, line spacing, indentation, punctuation, page numbering. Annotated bibliography attempted.	Alphabetical order Author or Corp is included Correct capitalisation Correct format for the type of resource. Correct formatting of the bibliography - indentation, punctuation, order. Title page Attempt at an abstract Annotated bibliography when requested.	Alphabetical order Author or Corp is included Correct capitalisation Correct format for the type of resource. Correct formatting of the bibliography - indentation, punctuation, order. Title page Able to write an abstract where required. Annotated bibliography when requested.
In text referencing	Attempts to cite in text pictures and graphs.	Attempts to cite in text pictures and graphs. Attempts at in text citation of quotations.	Correct in text citation of pictures and graphs. Correct in text citation of quotations.	Correct in text citation of pictures and graphs. Correct in text citation of quotations. Attempt at in text referencing for paraphrasing.	Correct in text citation of pictures and graphs. Correct in text citation of quotations. Correct in text referencing format for paraphrasing.	Correct in text citation of pictures and graphs. Correct in text citation of quotations. Correct in text referencing format.
Tools	Use of Easybib to create the citation & bibliography	Use of Easybib to create the citation & bibliography using the 59 options.	Use of Easybib to create the citation & bibliography using the 59 options. Introduction of Easybib for notetaking	Use of Easybib to create the citation & bibliography using the 59 options. Use of Easybib for note taking & essay planning	Use of Easybib to create the citation & bibliography using the 59 options. Use of Easybib for note taking & essay planning	Use of Easybib to create the citation & bibliography using the 59 options. Use of Easybib for note taking & essay planning
When a bibliography and in text referencing is required	Anywhere the students research and use others ideas or information.	Anywhere the students research and use others ideas or information.	Anywhere the students research and use others ideas or information.	All assignments where research and the use of others ideas and information takes place.	All assignments where research and the use of others ideas and information takes place. Extended Essay	All assignments where research and the use of others ideas and information takes place. Extended Essay
Who will require it? Information literacy ATL skill and The across programme Standards and Practises Learner profile : Principled.	All subjects Construct a bibliography according to recognised conventions Teaching and learning promotes the understanding and practise of academic honesty.	All subjects Create references and citations, construct a bibliography according to recognised conventions Teaching and learning promotes the understanding and practise of academic honesty.	All subjects Create references and citations, construct a bibliography according to recognised conventions Teaching and learning promotes the understanding and practise of academic honesty.	All subjects Personal project Create references and citations, and construct a bibliography according to recognised conventions Teaching and learning promotes the understanding and practise of academic honesty.	All subjects Personal project Create references and citations, and construct a bibliography according to recognised conventions Teaching and learning promotes the understanding and practise of academic honesty.	All subjects EE Create references and citations, and construct a bibliography according to recognised conventions Teaching and learning promotes the understanding and practise of academic honesty.
Who's rubric assess it? MYP (DP see notes under table) Ind & Societies Criteria C iii. Document sources of information using a recognised convention. Language and Literature Crierion B Organising	Lists sources of information in a way that always follows the task instructions Makes excellent use of referencing and formatting tools to create an effective presentation style.		Creates a complete reference list and always cites sources of information. Makes excellent use of referencing and formatting tools to create an effective presentation style.		Consistently Documents sources of information using a recognised convention Makes excellent use of referencing and formatting tools to create an effective presentation style.	

Sciences Criterion D	Document sources completely		Document sources completely		Document sources completely	
Personal project Criteria A Demonstrate excellent research skills.					Demonstrate excellent research skills.	

Academic Honesty requirements for Diploma Programme & across all of IB Programmes

[Academic Honesty Guide](#) (You will need to be able to access the OCC to open this document)
from page 7

3.2 The head of school, or his or her nominee, must ensure that all candidates: receive guidance on study skills, academic writing, how to conduct research and how to **acknowledge sources**. It is also the responsibility of the head of school to establish a school policy that promotes good academic practice and a school culture that actively encourages academic honesty.

4.3 The need to acknowledge the source of data, works of art, computer programmes, photographs, diagrams, illustrations, maps, etc must also be made clear to candidates by their subject teachers.

4.5 A school policy on academic honesty should at least include: examples of conventions for citing and acknowledging original authorship

4.12 Teachers (including extended essay supervisors) must provide candidates with a convention for acknowledging all sources. To ensure there is an organized and consistent approach across subjects, this may be done by or in consultation with the coordinator.

4.13 Teachers are advised to provide candidates with examples of how to acknowledge sources.

4.15 Students might also be encouraged to use an online citation generator as an aid in achieving full and consistent documentation of sources used.

4.17 because paraphrasing uses the ideas of another person, it is still necessary to acknowledge the source. Candidates must be taught this skill; they cannot be expected to understand the difference between legitimate and illegitimate paraphrasing without receiving guidance.

4. 20 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. Reinforcing good academic practice in this and other ways must routinely extend to all subjects and requirements within the Diploma Programme hexagon.

