



VISUAL

TRANSCRIPT



Academic Integrity Tips

Help students navigate the path to academic integrity as they transition from elementary to high school.

Welcome to a series of short but powerful Academic Integrity Tips brought to you by QSLiN and DEEN. The ultimate goal of this series is to help you prepare your students to navigate academic integrity as they transition from elementary to high school.

You can go through this series in order, or jump ahead to the tip that interests you right now. We hope to add additional tips in the future, so feel free to request other topics for QSLiN to develop!

Academic Integrity Tips

SUCCESSFUL CITATION

Ensure your students know how to cite properly for any assignment or project.



The goal of this video on successful citation is to provide you with the necessary concepts and resources so that you will be able to ensure your students know how to cite properly for any assignment or project. No matter what level your students are currently at, you are at the right place! By the end of this video you will be able to help your students start using citations at their level and prepare them for more advanced citation levels late on.

Goals → Why cite? → What to cite? → Anatomy of a citation ◆ Citation styles ◆ Citation elements ◆ Citation levels → Citation helpers 	In particular, we will look at: • Why students need to cite and why citations are important; • What needs to be cited - because not everything does; • The anatomy of a citation - such as the different citation styles, the elements in a citation, and how to choose a citation level that is appropriate for your students • And we will also guide you to additional tools and resources that may be of use to you and to your students.
Why Cite? → Give credit when using someone else's work (Academic Integrity) → Show the source of factual information 	Why cite? We cite to give credit when using someone else's work, so that it is clear to others what are our ideas or words and what are someone else's. This is a fundamental part of academic integrity. Neglecting to give credit is plagiarism, which can result in a range of consequences - such as failing an assignment, failing a course, or even losing a job. We also cite to show the source of factual information or data, in order to indicate that it comes from a valid and trustworthy source. If you teach your students to plan and organize from the very beginning of an assignment or project, the citation step will be much easier. Be sure to watch the <i>Starting Out Right</i> and <i>Strategies and Tools</i> videos in this Academic Integrity Tips series to set your students on the right path from the start.
What To Cite CITE WHEN: → Quoting → Paraphrasing or summarizing → Using facts and data → Using images DON'T CITE: → Widely available facts → Things that are easy to observe → Common sayings  <i>When in doubt, cite!</i>	What needs to be cited? You need to cite whenever doing a direct quotation, when paraphrasing or summarizing someone's words or ideas, when using facts or data, such as the population of a country, to show the source of that data, and when using images. Not everything needs to be cited, though! You don't need to cite widely available facts (for example, that the earth revolves around the sun); things that are easy to observe (for example, dogs have four legs) or common sayings (for example, "Practice makes perfect"). Obviously, any of your own thoughts, ideas and opinions do not need a citation, either!

What Is A Citation? → Bibliographies → Works cited → Footnotes and endnotes → Parenthetical or in-text citations	What exactly do we mean when we are talking about citations? A bibliography is one type of citation that you and your students may be the most familiar with. You may have also heard people refer to a works cited page, to footnotes or endnotes, or to parenthetical or in-text citations. These are all different types of citations.
Sample Bibliography C, Julie. <i>German Shepherd Police Dog</i>. 8 Aug. 2013. https://pixabay.com/photos/german-shepherd-german-police-dog-170582/. Canadian Kennel Club. "Working Dogs." <i>Canadian Kennel Club</i>, 2021. https://www.chc.ca/en/Choosing-a-Dog/Choosing-a-Breed/Working-Dogs. Castaldo, Nancy Fusco. <i>Sniffer Dogs: How Dogs (and Their Noses) Save the World</i>. Houghton Mifflin Harcourt, 2014. "Dog." <i>Britannica School</i>, Encyclopaedia Britannica, 19 Sep. 2019. school.eb.com/levels/middle/article/dog/273797#343651.toc. 	We will focus on bibliographies because that is what is expected of students at the elementary level. However, at the end of this video, we will also touch on in-text citations for students who may be ready to progress to that level. Regardless of what they are called, what all citations have in common are that: • They indicate that the content came from another source • They give the necessary information to find that original source
Anatomy of a Citation → Citation styles ◆ Elements to include ◆ Order ◆ Formatting → Citation level <i>Style & level chosen by teacher</i> 	Let's take a closer look at what goes into a citation. There are several different citation styles that dictate what elements have to be included in the citation, in what order and how to format them, such as when to use italics, quotation marks, and punctuation. We will look at these different styles in just a moment. The citation level is how complete the citation is. You can adjust a citation style to your students' level by removing elements and by simplifying the format. The teacher decides the citation style and level, usually based on the standard for the particular subject area as well as on the students' level.

Citation Styles

- APA: social sciences
- MLA: humanities
- Other styles:
 - ◆ Chicago
 - ◆ Turabian
 - ◆ Languages other than English

MLA is a good style for beginners



Two common citation styles used in Quebec English schools are APA, from the American Psychological Association, and MLA, from the Modern Languages Association. APA tends to be used in the social sciences and MLA in the humanities. Other common citation styles that you may have heard of are Chicago and Turabian, which are used more at the post-secondary level. In French, the citation styles are different. If you are looking for a citation style in French, be sure to consult the Resources section.

If you are not sure which style to use, we suggest starting with MLA, especially at the elementary level. All our examples are in MLA style. However, giving your students a good foundation in *any* citation style will give them an advantage as they move to higher levels of education. In the upper grades of high school and in post-secondary education, students may be asked to use different citation styles in different courses. If they are already familiar with what is generally expected for citation, they will know what questions to ask their future instructors for clarification, even if the citation style is different.

Citation Elements

- Author
- Title of source
- Title of container
- Publisher
- Publication date
- Location

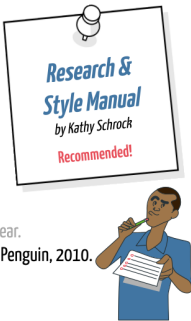


Regardless of the style, there are several elements that are usually included in a citation. For grades 5 to 7, the main citation elements are:

- Creator or author
- Title of the source (for example, the name of the article in an online encyclopedia)
- Title of the container (for example, the name of the encyclopedia)
- Publisher
- Publication date
- Location (for example, the page numbers of a book or the URL of a web page)

These elements will look slightly different depending on the type of resource, whether it's a book, a website, a newspaper article, etc. The style guides in the Resources section will help you and your students figure out what elements to include for different types of resources.

As the teacher, you can decide how many of these elements to require of your students based on their level. No matter what citation style you ask the students to use, you can adapt it to be appropriate for *your* students.

Citation Levels → SIMPLE Name of the author. Title of the book. Joanna Cole. <i>The Magic School Bus: Lost in the Solar System</i>. → MORE COMPLETE Last name, First name. <i>Title in italics</i>. Publisher, Publication year. Cole, Joanna. <i>The Magic School Bus: Lost in the Solar System</i>. Penguin, 2010. 	If your students are new to citation, allow them to start at a simple level with a few of the basic elements and simple formatting. Then gradually add elements and formatting when they are ready for the next level. You may want to work with your teaching partners to determine what citation level is appropriate for your students at each grade. To get you started, we suggest that you look at the <i>Research and Style Manual</i> by Kathy Schrock. This is a manual for citations for grades 1 to 6 and was created by looking at what is expected of students in high school and working backwards. However, if your students are learning citation for the first time, you can start them at a lower grade level and gradually bring them up to their grade level.
In-Text Citations → Can introduce in grade 7 → Used in the body of the text → Minimal information → Placed in brackets → Full citation in the bibliography 	For those of you teaching at the high school level, let's take a quick look at in-text citations. Grade 7 might be a good time to introduce them if the students are already familiar with bibliographies. If they are not yet comfortable creating bibliographies, focus on that skill first and wait until later to introduce in-text citations. By the time students move into post-secondary education, they will need to be comfortable doing complete citations - in-text citations, as well as bibliographies. An in-text citation is used in the body of the text and indicates precisely when content from another source is being used. The information in an in-text citation is minimal - just the title of the source (or the author) and a page number if applicable. It is placed in brackets immediately following where the content is used. The rest of the information about the source is found in the fuller citation in the bibliography.
Sample In-Text Citations "The energy level of most Working breeds depends on the task at hand. Guardian dogs may patrol or simply observe until called upon to defend. Then they surge into action. Sled dogs keep their enthusiasm in check until they're in harness and then they're keen to hit the trail. Working breeds might be termed energy efficient." (Canadian Kennel Club) It's important to train young puppies because trained dogs are more pleasant and easier to manage. The dog will know what is expected of it and it will learn its place in the pack. Young dogs can be trained to understand commands and to do tricks. ("Dog") 	In the first example, a direct quote from the Canadian Kennel Club is followed by the in-text citation. The associated bibliography entry would show that it is from their website. The second example is a paraphrase from the article "Dog." The associated bibliography entry would show that it is an article from the Encyclopaedia Britannica. For more information on how to do in-text citations, consult the Resources section.

Citation Helpers

- Style guides
- Citation tools
- Citation generators



There are several resources and tools that can help you and your students with successful citation.

The first are style guides. Each citation style has an official style guide and there are many simplified summaries of these guides available for free online. These summary guides can be especially helpful when introducing a specific citation style to your students or when trying to figure out how to do a citation for a particular type of resource.

Another citation helper to keep an eye open for are the automatic citation tools available in some online resources and text editors. Many online encyclopedias and databases, especially ones that your school or school board have a subscription to, have a tool to instantly create a citation from within an article that can then be copied and pasted into the student's bibliography. There is usually the option to select a specific citation style. If your students use Google Docs or Microsoft Word, these also have tools for creating citations in different citation styles.

There are also several citation generators available for free online. A citation generator will create the citation based on the information the student enters. For example, they can copy and paste a URL of a website. The generator will compile information from the website to automatically create a draft citation in the right format. The student can then edit it and add missing information before copying and pasting it into their bibliography. These citation generators can be helpful once students already understand the basics of citation. We have listed a few in the Resources section that are currently suitable for elementary students. However, be aware that they are tools and not perfect. Ultimately the student needs to be responsible to ensure that the citation is done correctly. The citation generators listed in the Resources section are currently free, have no ads and do not require accounts. Be sure to double check just before you introduce your students to any of them in case that has changed.

For more information on these tools and resources see the links in the Resources section.



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We hope that the information and tools we have presented in this video will help you feel more confident introducing citation to your students.

Thank you for checking out this series of short but powerful Academic Integrity Tips brought to you by QSLiN and DEEN. We invite you to explore the accompanying resources and other topics in this series, and to go see your school library personnel if you need further assistance.