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Plagiarism, or academic dishonesty, is the act of using other people's words or ideas without acknowledging the fact that you have done so. Plagiarism is illegal and unethical.

Universities and colleges will usually expel a student who plagiarizes material. The IB program will remove a student from IB if they plagiarize an Internal or External assessment. Plagiarism in a high school assignment automatically results in a mark of "0" for that assignment.

Thus, when you write a research assignment, you must give credit to the author and/or source for all words and ideas that are not your own. This is called documenting your research.

The brief guidelines that follow will help you to credit the most common types of sources. This information is based on the American Psychological Association's (APA) guidelines for research papers, which are widely used in university and college. At GSS, use APA style for documenting all research papers and science labs.

Basic Elements of Documented Research

Citing Sources

What is a citation? A citation acknowledges the use of ideas, knowledge or materials that are not yours. It includes an in-text citation (within the text of the paper) and a citation in the bibliography (a list of sources at the end of the paper).

A citation ensures that the reader can clearly distinguish (tell the difference) between your own words, illustrations, findings and ideas and the words and work of others. (IBO, 2014, p. 4)

Why do we cite? We cite to:

- show respect for the work of others.
- help a reader to distinguish our work from the work of others.
- give the reader the opportunity to follow up our references, out of interest.
- show and receive proper credit for our research process.
- demonstrate that we are able to use reliable sources, and critically evaluate them to support our work.
- establish the credibility and authority of our knowledge and ideas.
- demonstrate that we are able to draw our own conclusions.
- share the blame (if we get it wrong).

(IBO, 2014, p. 2)
Citing Sources in APA Format

In-text citations: In-text citations are placed in the text of your paper to indicate exactly which paraphrased ideas or quotations were used from each source. In-text citations clearly point to full documentation of sources in the Reference list at the end of the paper. See the details throughout this handout for how to do in-text citations.

References: At the end of the paper a page entitled References (bibliography in APA style) provides full documentation of all the sources cited in the text of your paper. See the details at the end of this handout for how to do your References list.

In-text Citations for Quotations

If you have copied word for word from a source, then you must quote the passage. Place quotation marks around a direct quotation.

Cite your quotations with an in-text citation using the following three elements:
• author's last name or name of corporate author
• copyright date
• identifier (page or paragraph or section name).
  o page – p. for one page (p. 3); pp. for more than one page (pp. 3-4).
  o paragraph – para. (para. 5) - If no page numbers provided, then use the paragraph number (counting from the top of the article).

There are two formatting options for in-text citations.

Option 1 – Signal phrase citation: Use the author’s last name (or corporate name) in your sentence, followed by the copyright date in parentheses (brackets). After the quote, cite the identifier in parentheses. For example:

Fenner (2004) describes such and such as "an interesting concept" (p. 6) for the time.

According to McGregor (2007), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

Lukacs (2008) found "students often had difficulty using APA style" (para. 3); what implications does this have for teachers?

Option 2 – Parenthetical citation: Include all the information in parentheses after the quote. (Author, Year, Identifier) For example:
• (Smith, 2019, p. 45)
• (Lee, 2018, pp. 3-4)
• (D’Angelo, 2015, para. 4)
For example – These are the same quotes used in the examples above, but with parenthetical citations instead of signal phrase citations:

Such and such was "an interesting concept" (Fenner, 1994, p. 6) for the time.

"Students often had difficulty using APA style, especially when it was their first time" (McGregor, 2007, p. 199).

It was clear that "students often had difficulty using APA style" (Lukacs, 2008, para. 3); what implications does this have for teachers?

Long Quotations

Place long quotations that are 40 words or longer in a free-standing block of lines using the following formatting:

• Do not use quotation marks.
• Start the quotation on a new line.
• Indent the entire block 5 spaces from the left margin (1 tab).
• Maintain double spacing.
• The citation should come after the closing punctuation mark.

For example:

Leblanc (1994) adds thoughts and strategies about cat care in her very successful manual of cat care, a popular cat reference source, which has been published in numerous languages around the world:

Cats are very independent and cannot be easily trained. Some animal trainers have successfully trained cats using unique methods, which require great patience and respect for the cat. If the trainer hopes to be successful, he or she must begin when the cat is very young. With time and perseverance, the trainer will be rewarded. (p. 20)

In-text Citations for Paraphrased Ideas or Information

If you have not copied word for word but have paraphrased (summarized in your own words) written, oral or visual material from your source, then you need to indicate where you got your information from. Use in-text citations as you do with quotations. No quotation marks are used. An identifier is not required, but it is encouraged (IB likes it if you always use identifiers). For example:
Smith (1994) described a concept that proved to be interesting for this particular time period. Such and such blah, blah, blah (p. 6).

or

It was a concept that proved to be interesting for this particular time period. Such and such, blah, blah (Smith, 1994, p.6).

**In-text Citations for Internet Sources**

Look carefully for an author and a copyright date or date of last update on a web page that you wish to use as a resource. You may have to link back to the home page to find this information.

In many cases, web pages have corporate authors. Corporate authors are organizations, businesses, associations, or institutions of education.

Note that if you cannot figure out who is responsible for providing the information on a website, it is generally NOT an acceptable source for a research assignment.

Cite a web page in the same manner as a print resource. If the web page does not have page numbers, specify the paragraph number (para.). If the web page has headings dividing the page into sections, specify the heading section and the paragraph number under that heading.

For example - A quote or a paraphrase from a web page with one section only, developed by the Canadian Diabetes Association, would be cited as follows:

The Canadian Diabetes Association (2018) encourages “the adoption of a healthy lifestyle as one of the best methods of prevention” (para. 2).

or

A healthy lifestyle is key to preventing the development of diabetes (Canadian Diabetes Association, 2018, para. 2).

For example: A quote or a paraphrase from a web page with multiple sections, developed by the Canadian Diabetes Association, would be cited as follows:
According to the Canadian Diabetes Association (2018) “an estimated 285 million people worldwide are affected by diabetes” (Global Epidemic section, para. 1).

or

Globally, diabetes affects an estimated 285 million people (Canadian Diabetes Association, 2018, Global Epidemic section, para. 1).

**In-text Citations from Sources with no Author or Editor**

Sources with no authors may occur in encyclopedia, magazine or news articles. To format an in-text citation for a source with no author, **use the first significant word or two in the title**

For example - An encyclopedia article with no author entitled *France Past and Present* would be cited as follows:

_Such and such, blah, blah, blah (France, 2018, p. 601)._

**In-text Citations from Sources with no Date**

Use the abbreviation *n.d.* for no date.

**Citing Indirect Sources**

If a person was quoted in a secondary source, cite the quote in your text with the name of the quote’s author, but cite the secondary source in the parenthetical citation using the term “as cited in”. List the secondary source in your References.

For example - A quote of something **Johnson said** in a book **Smith wrote**, would be cited as follows:

_Johnson argued that “it was worth following up with more research” (as cited in Smith, 2009, p. 103)._  

The **Smith** source is cited in the **References**.

**Your Words and Ideas**

Anything that is not cited is assumed to be your words and ideas. Thus, it is not necessary to, and you should not write, "I think that ...". Simply state your idea, analysis, opinion etc. in a clear and straightforward manner.
Figures

A figure includes any visual such as a photograph, chart, graph, or drawing. Place the figure in your paper close to where it is mentioned in the text.

Referring to figures: Number figures in the sequence they are mentioned in the text (Figure 1; Figure 2). Refer to every figure in the text by the figure's number.

For example:

As shown in Figure 1, the data indicates a rise in ...

The fire blackened everything (see Figure 1).

Figure 2 depicts ...

Formatting figures: Label and cite your figure. The label is placed directly below the figure, left aligned, and double spaced.

There are four elements to labelling and citing a figure:

- **Label the figure** with the figure number, in *italics*. End with a period. For example: *Figure 1*.
- **Provide a caption** – Write a brief, descriptive explanation of the figure. Use Title Case Capitalization. End with a period.
- **Acknowledge how the information was used** – Use one of the following:
  - From (if it is an exact copy from your source).
  - Adapted from (if it was changed from the original)
  - Created with data from (if you used information from the source to create a figure). Note: Acknowledge all sources used to create a figure.
- **Cite the source using the signal phrase format** – End with a period. For example: From Rogers (2017, p. 5).

See next page for an example of a figure:
Tables
Tables are lists of data arranged in columns. Place the table in your paper close to where it is mentioned in the text.

**Referring to tables:** Number tables in the sequence they are mentioned in the text (Table 1; Table 2). Refer to every table in the text by the table's number.

**Formatting tables:** Format tables in the same manner as figures. See the formatting details in the **Figures section** above.

See next page for an example of a table:
Appendix/Appendices

If you have supplemental material for your paper that would be useful for your reader but distracting in the body of your paper, you can place this material at the end of your paper in an appendix or appendices. This supplemental material may include large visuals, detailed research study results, surveys, questionnaires, etc.

Referring to appendices: Always refer to appendices in the body of your paper.

For example:

This study displayed the preferred outcome (see Appendix A).

See Appendix B for an example of the survey that was administered.

Placement of appendices: Each appendix must be on a separate page. Appendices are placed after the Reference page(s).

Labelling and titling appendices: Label appendices in the same order that they are mentioned in your paper. If you only have one appendix, label it Appendix. If you have two or more appendices, label them alphabetically: Appendix A, Appendix B, and so on. Include the title of the appendix below the label.
**Formatting appendices:** Labels and titles of appendices should be centered. Do not bold the label or title.

**References**

Your **References** is a list of sources (bibliography) that you used to prepare your paper. **Every source that you cited in your paper** must be in your References list.

Use **Bib Me (free)** or **Easy Bib (subscription required)** to create your References list.

The References should start on a separate page with the heading **References** centered at the top. Do NOT bold, underline, or use quotations marks for the title. Place the page at the end of the paper.

The sources in the References should be arranged in **alphabetical order**, based on the first word of each entry. Note that you do not separate the different types of sources into separate sections.

For each entry, the second and subsequent lines are indented one tab (five spaces). This is called a hanging indent.

Authors names are inverted (last name first). Include initials.

**Double space** the text of the References just like the rest of the essay.

Do not number the entries.

Capitalization of titles is picky, picky, picky! Follow these rules for capitals in titles:

- Capitalize the first letter of the first word of a title.
- Capitalize the first letter of the first word after a colon or dash in the title.
- Capitalize proper nouns.
- Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in a journal title (don’t ask me why!)

An example of a **References** list is provided on the last page of this document.)
Further Information for APA Documentation of Sources

This is only a brief overview of documenting your research using APA style. For detailed information, check out the Online Writing Lab (OWL) at the University of Purdue, available at: 

GSS Library Webpage > Popular Pathfinders > IB Citation Guidelines

At GSS, use APA style for ALL subjects except English.

Documenting Sources for English Assignments

For English papers and assignments follow the instructions in this handout but use the Modern Language Association (MLA) style for in-text citations and the bibliography.

In-text citations in MLA: Use two elements only – Author and Identifier. The parenthetical in-text citation has a space (no comma) between the author and identifier. (Author Identifier)

For example:

<table>
<thead>
<tr>
<th>Wordsworth stated that Romantic poetry was marked by a &quot;spontaneous overflow of powerful feelings&quot; (263).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Romantic poetry is characterized by the &quot;spontaneous overflow of powerful feelings&quot; (Wordsworth 263).</td>
</tr>
<tr>
<td>Wordsworth extensively explored the role of emotion in the creative process (263).</td>
</tr>
</tbody>
</table>

Works Cited: The MLA style bibliography is called a Works Cited. Use Bib Me (free) or Easy Bib (subscription required) to create your Works Cited. Click here to see an example of a Works Cited page.

For detailed MLA Style information, check out the Online Writing Lab (OWL) at the University of Purdue, available at:

GSS Library Webpage > Popular Pathfinders > IB Citation Guidelines

At GSS, use MLA Style for English assignments and literary papers ONLY.

Sources for the information provided in this document are: (APA, 2018), (Conestoga College, 2014), (IBO, 2014), (Purdue University, 2019a) and (Purdue University, 2019b).
References


Purdue University. (2019b). Purdue Online Writing Lab - MLA Formatting and Style Guide. Retrieved June 10, 2019, from https://owl.purdue.edu/owl/research_and_citation/apa_style/mla_formatting_and_style_guide/general_format.html