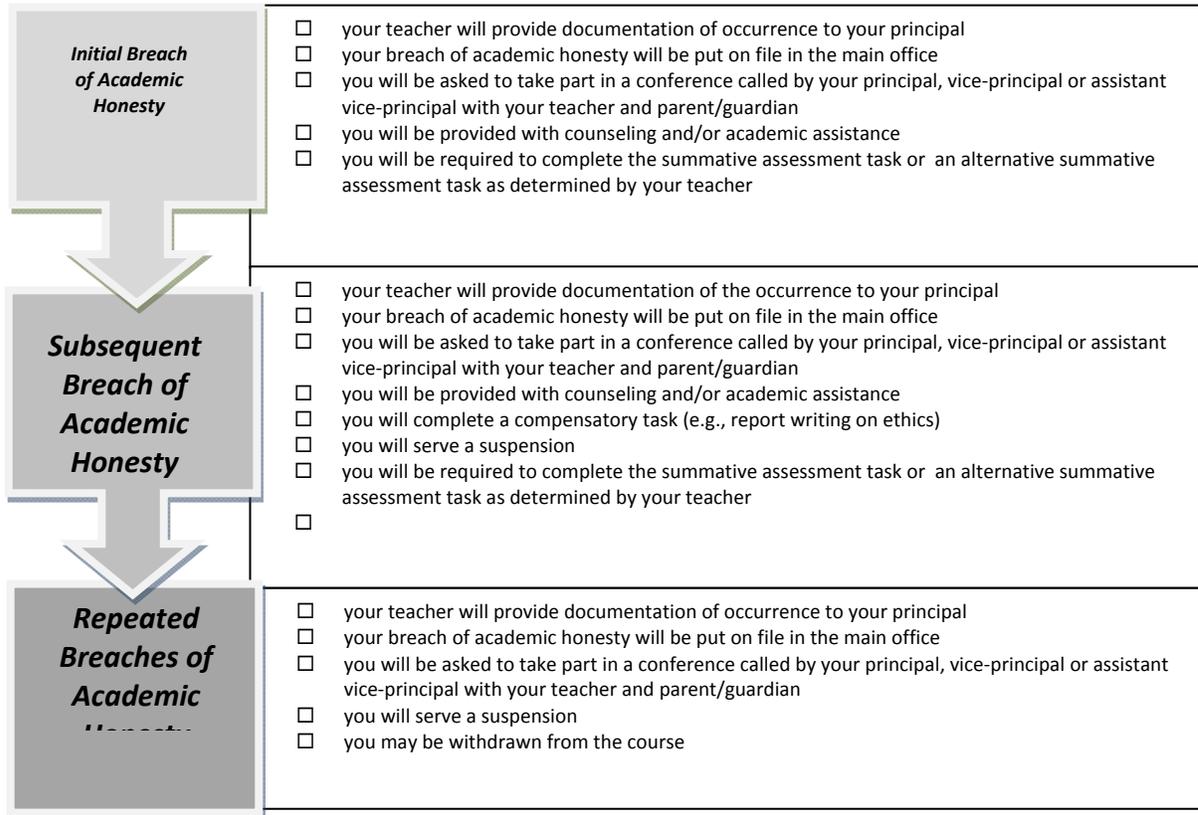


ACADEMIC HONESTY POLICY

Academic honesty is a core value in our school. If you submit work or parts of work that are not your own, you have not shown that you can demonstrate the curriculum expectations. A breach of academic honesty is the theft of intellectual property and is treated with the utmost seriousness. To avoid this, your teachers will help you plan your work. If you find that you require assistance in order to complete the assignment properly, see your teacher well in advance of the due date. Your teacher can help you to establish a reasonable timeline to complete an assignment and/or strategies to do your research and write your final submission. Remember when you do research, that you must cite all sources.

Breach of Academic Honesty

Breaches of academic honesty are intentional attempts to gain credit for work that is not your own. For intentional cases where you have submitted work that is clearly not your own, your teacher will speak to you and the following steps will apply:



Unauthorized sharing of work:

Providing work to another student for the purposes of academic dishonesty is a violation of our code of conduct. If you intentionally allow another student to use your work and present it as his or her own, you will be referred to administration and serve an academic detention where a paper on academic ethics may be assigned. A record will be kept centrally in the main office and consequences will be more severe for subsequent infractions, which may include suspension from school.

Proper Citation Rules: What is a citation?

A citation is a brief reference to someone else's work embedded in the body of your paper that acknowledges and gives credit for sources of information that you have used. You must cite another person's ideas or opinions (whether they are quoted directly or paraphrased), as well as any fact, statistic, illustration, image, graph, or information that is not common knowledge. Talk to your teacher or teacher librarian to learn more about the conventions of appropriate citation.

Think of it this way:

If you do not mention where you got your information, you are giving the impression that you are the source of the information. If you do not say where you got something and it is not yours, you are stealing ideas, concepts, pictures, or data. Research is the act of gathering and presenting information in a new way. This is what you are learning to do in high school. Sometimes you will create or present new ideas but if you are using existing information from other sources you must identify these sources.

Referencing Using the Modern Language Association (MLA) Format

For English, History and Modern Languages

There are two important components of the MLA format. The first is the in-text citation. This means that you must place a citation (in brackets) within your text whenever you quote, paraphrase, or otherwise use information produced by someone else.

e.g. The cheetah has been classified as endangered because of its small population size and its lack of genetic diversity (Baldauf 204).

- *Baldauf is the last name of the author whom you are sourcing.*
- *The number 204 indicates the page on which the information can be found.*

The following formats should be used when constructing your citations.

One author

Isaac (201) indicated in his research

In a recent study, research indicated (Isaac 201)

Two or more authors

Always cite both names every time you refer to work generated by two authors. For works with three or more authors, cite all authors the first time the reference occurs. In all further citations, include only the last name of the first author followed by et al.

No authors

Cite the first few words of what appears first for the entry in your references list (usually the title) and the year.

The second component of MLA format is the list of all materials you cited throughout your paper, entitled "Works Cited". This list will give more detail on publisher, journal title, etc. for each source that was given throughout your paper. Only include sources you cited in your Works Cited list. The following formats should be used when creating your references list at the end of your paper.

- *Begin the reference list on a new page, with the title, Works Cited, centred in the top middle of the page.*
- *If the list takes up more than one page, do not re-title each page.*
- *Use one space after all punctuation.*
- *Double space between items.*
- *Double space with hanging indent (after the first, additional lines are indented five spaces) within citations.*
- *Italicise titles of book, journals etc.*
- *Arrange entries in alphabetical order.*

Journal Article, One Author

Simon, A. "Perceptual comparisons through the mind's eye". *Memory and Cognition*, 23 (2000): 635-647.

Journal Article, Two Authors

Becker, M.M. and Rozek, S.J.. "Welcome to the energy crisis". *Journal of Social Issues*, 32 (1995): 230-343.

Magazine Article

Garner, H.J. "Do Babies Have a Universal Song?". *Psychology Today*, 10 July 1997: 70-77.

Newspaper Article

Fletcher, I.M. "Study Finds Free Care Used More." *Wall Street Journal*, 10 Dec. 1996, pp. A1, A25.

Newspaper Article, no author

"Study Finds Free Care Used More." *Wall Street Journal*, 10 Dec. 1996, pp. A1, A25.

Book

Strunk, W. *The Elements of Style (3rd ed.)* New York: Macmillan, 1979.

Edited Book

Letheridge, S. and Cannon, C.R., eds. *Bilingual education*. New York: Praeger, 1980. 24-26.

Entry in an Encyclopedia

"Imago". *World Book Encyclopedia*. Vol. 10, p. 79, 2000.

Report from a Private Organization

Kimberly-Clark. Kimberly-Clark (Annual Report). Dallas, Texas: I.M Fletcher, 2002.

Dissertation

Olsen, G.W. "Campus child care within the public supported post-secondary educational institutions in the state of Wisconsin (dare care)." Diss. University of Wisconsin-Madison, 1985.

Videotape/DVD

Mass, J.B. (Producer), and Gluck, D.H. (Director). *Deeper into hypnosis*. (Motion Picture) 1979.

Internet Article Based on Print Source

(The citation is done as if it were a paper article and then followed by a retrieval statement that identifies the date retrieved and the source.)

Smith, R. "Achool!" *Better Nutrition*. January 1999. Retrieved September 17, 2001.

Web Page with Private Organization as Author

Midwest League. Pitching, individual records. 1 October 2003,
<http://www.midwestleague.com/indivpitching.html>

Chapter or Section in an Internet Document

Thompson, G. "Youth coach handbook". In *Joe Soccer*. 17 June, 2001,
<http://www.joesoccer.com/menu.html>

Web Page, Government Author

Wisconsin Department of Natural Resources. "Glacial Habitat Restoration Areas." 1 September, 2001
<http://www.dnrstate.wi.us/org/land/wildlife/hunt/hra.htm>

**Referencing Using the American Psychological Association (APA) Format
For the Sciences**

There are two important components of the APA format. The first is the in-text citation. This means that you must place a citation (in brackets) within your text whenever you quote, paraphrase, or otherwise use information produced by someone else.

e.g. The cheetah has been classified as endangered because of its small population size and its lack of genetic diversity (Baldauf, 1986, p. 204).

- *Baldauf is the last name of the author whom you are sourcing.*
- *The number 1986 indicates the year in which the source material was published.*
- *The number 204 indicates the page on which the information can be found.*
- *The commas separate these pieces of information.*

The following formats should be used when constructing your citations.

One author

Isaac (2001) indicated in his research
In a recent study, research indicated (Isaac, 2001)

Two or more authors

When a work has two authors, always cite both names every time the reference occurs. For works with three, four, or five authors, cite all authors the first time the reference occurs. In all further citations, include only the last name of the first author followed by et al.

No authors

Cite the first few words of what appears first for the entry in your references list (usually the title) and the year.

The second component of APA format is the list of all materials you cited throughout your paper, entitled "References". This list will give more detail on publisher, journal title, etc. for each source that was given throughout your paper. Only include sources you cited in your References list. The following formats should be used when creating your References list at the end of your paper.

- *Begin the reference list on a new page, with the title, References, centred in the top middle of the page.*
- *If the list takes up more than one page, do not re-title each page.*
- *Use one space after all punctuation.*
- *Double space between items.*
- *Single space, hanging indent (after the first, additional lines are indented five spaces), within citations.*
- *Italicise titles of book, journals, etc.*
- *Arrange entries in alphabetical order.*

Journal Article, One Author

Simon, A. (2000). "Perceptual comparisons through the mind's eye". *Memory and Cognition*, 23, 635-647.

Journal Article, Two Authors

Becker, M.M. and Rozek, S.J. (1995). "Welcome to the energy crisis". *Journal of Social Issues*, 32, 230-343.

Magazine Article

Garner, H.J. (1997, July). "Do babies have a universal song?" *Psychology Today*, 102, 70-77.

Newspaper Article

Fletcher, I.M. (1982, April 3). "Study finds free care used more." *Wall Street Journal*, pp. A1, A25.

Newspaper Article, no author

"Study finds free care used more" (1982, April 3). *Wall Street Journal*, pp. A1, A25.

Book

Strunk, W. (1979). *The elements of style (3rd ed.)* New York: Macmillan.

Edited Book

Letheridge, S. and Cannon, C.R. (Eds.). (1980) *Bilingual education*. New York: Praeger.

ERIC Document

Peterson, K. (2002). *Welfare-to-work programs: Strategies for Success* (Report No. EDO-JC-02-04). Washington D.C.: Office of Educational Research and Improvement. (ERIC Document Reproduction Service No. ED467985)

Entry in an Encyclopedia

"Imago". (2000). In *World Book Encyclopedia* (Vol. 10, p. 79). Chicago: World Book Encyclopedia.

Report from a Private Organization

Kimberly-Clark. (2002). *Kimberly-Clark (Annual Report)*. Dallas, Texas: I.M Fletcher.

Dissertation

Olsen, G.W. (1985). "Campus child care within the public supported post-secondary educational institutions in the state of Wisconsin (dare care)." (Doctoral dissertation, University of Wisconsin-Madison, 1985). *Dissertations Abstracts International*, 47/03, 783.

Videotape/DVD

Mass, J.B. (Producer), and Gluck, D.H. (Director). (1979). *Deeper into hypnosis*. (Motion Picture).

Internet Article Based on Print Source

(The citation is done as if it were a paper article and then followed by a retrieval statement that identifies the date retrieved and the source.)

Smith, R. (1999, January). "Achoo!" *Better Nutrition*, 61, 24. Retrieved September 17, 2001.

Web Page with Private Organization as Author

Midwest League. (2003). Pitching, individual records. Retrieved October 1, 2003, from <http://www.midwestleague.com/indivpitching.html>

Chapter or Section in an Internet Document

Thompson, G. (2003) "Youth coach handbook." In *Joe soccer*. Retrieved June 17, 2001 from <http://www.joesoccer.com/menu.html>

Web Page, Government Author

Wisconsin Department of Natural Resources. (2001). "Glacial Habitat Restoration Areas." Retrieved September 1, 2001 from <http://www.dnrstate.wi.us/org/land/wildlife/hunt/hra.htm>

Company Information from Database

Ripon Pickle Company Inc. (company profile). (2004). Retrieved September 18, 2002, from Business and Company Resource Centre