



a guide to bibliography and referencing

by MN Kilmer, revised 29 April 2009

What is referencing, and why do I need to do it?

When we do any kind of writing or presentation, we need to give credit for the ideas, facts and information that we get from another source. It is part of being a principled and reflective communicator. We use references for two reasons:

1. to give credit for the rightful author of her work.
2. to help the reader understand the sources of facts and ideas.

If we use someone else's words, ideas or images without giving credit, it is called **plagiarism**. Plagiarism is a type of theft, and people take it very seriously. If you plagiarize in your school work, you will not get credit for that work and your parents will be notified. (See the student handbook for more information.) In the IB Diploma, plagiarism will result in a fail. As you advance through the MYP and diploma, you will need to apply these principles and practices more rigorously.

What needs to be referenced?

- ◆ **Somebody else's words.** "Cutting and pasting" should be rare, done in small doses and absolutely must be referenced.
- ◆ **A paraphrase of someone else's words.** So if you just say what somebody else said but in your own words, you need to give credit.
- ◆ **Data which are not commonly known and for which the source matters.** If you don't know what the capital of Mongolia is and you need to look it up, you do not need to reference that: it is unlikely anyone will disagree about that fact. However, if you have a statistic about how many kilograms of rice were grown in Mongolia in 1985, that will need a reference.

How do I list my sources?

In order to reference our work properly, we need some information about those sources. The formats for various types of sources are listed here, to be used either in a 'Works Cited' page or in footnotes/endnotes.

web pages

Author. "Title of Page." *Title of website*. Date Posted/Updated. Date Accessed. <URL>.

The title of the page appears above the menu of your browser, while the title of the website can be found by finding the 'Home' page. Students need to look for all of the available information about the source, which may be found on other pages than the one being accessed.

Central Intelligence Agency. "Bhutan." *The World Factbook*. 9 April, 2009. Accessed 18 April 2009.
<<https://www.cia.gov/library/publications/the-world-factbook/geos/bt.html>>.

Dillon, Sam. "Education Standards Likely to See Toughening." *The New York Times*. 14 April 2009. Accessed 17 April 2009. <<http://www.nytimes.com/2009/04/15/education/15educ.html>>.

'Hurricane Gustav.' *Wikipedia*. 2009. Accessed 1 May, 2009. <http://en.wikipedia.org/wiki/Hurricane_Gustav>.

Simkin, John. 'War Propaganda Bureau.' *Spartacus Educational*. 2003. Accessed 3 September, 2007.
<<http://www.spartacus.schoolnet.co.uk/FWWwpb.htm>>.

books

Author last name first. *Book Title*. Publisher, City (year).

Peterson, A.D.C. *Schools Across Frontiers: The Story of the International Baccalaureate and the United World College*. Open Court, New York (1987).

You can find this information on the page before the title page in the front of the book.

chapter from a book with different authors, or an introduction from a book by another writer

Author. "Chapter Title." *Book Title*. Editor. Publisher, City (year).

Hantry, Juliana. "Learning How to Learn: The Real Experience." In *Theories of Knowledge Through Time*. Ed. Jasper Snodgrass. Penguin, London (1964).

magazine articles

Author. "Article Title." *Magazine Title*. Volume and Issue numbers, page numbers of article. (Publication date).

Seher, Dow. "What's Wrong in Schools?" *Time Magazine*. Vol. 99, Issue 28, page 35-39. (17 April, 2000).

dvds, video tapes, cd-roms, and other electronic media

Title. Director and/or main performer. Year created [if different from year of release]. Format [DVD , CD-ROM, CD, etc.]. Production Company, Year released/produced.

A Place in the Sun. Dir. George Stevens. 1951. DVD. Paramount, 2001.

These are tricky to reference, based on the information provided. Ask your teacher for more clarification. If the source of the information is from a computer download, research the original format and use that information.

online images

Photographer (if provided). "Title of Image." *Title of website*. Date Posted/Updated. Date Accessed. <URL of image, not website>.

News agencies and other for-profit online publishers will usually provide the name of the photographer under the photo on the web page. The title of the image will generally be a ".jpg" title. To get the name and URL of the image, right click the image and choose "View image." It will open just the image in its own window. The image title will appear above the menu bar.

"Bhutan.jpg." *Nepal Trailblazer*. Accessed 10 April, 2008. <<http://www.nepalhiking.com/images/bhutan.jpg>>.

Hoffman, Brendon. "15educ_600.JPG." *The New York Times*. 14 April, 2009. Accessed 17 April, 2009. <http://graphics8.nytimes.com/images/2009/04/15/us/15educ_600.JPG>.

How do I do references?

You need to identify specifically what you have used from which source in the text of your published work. This is called referencing. There are two basic styles: in-text citation and footnotes/endnotes.

in-text citation

For in-text citation, parentheses are used in the text to refer to sources listed in a bibliography or 'Works Cited' page, usually appearing at the end of a published work. The "Works Cited" page lists all of the sources you used alphabetically.

The parentheses appear after the sentence or sentences containing the information from the source. In the parentheses, we put the last name of the author and the page number on which the information was found (if applicable). If no author is given, we use the first word or words of the entry, probably the title.

Here are some examples of in-text citations:

The International Baccalaureate started in Geneva, Switzerland in 1968 (Petersen, 56). [*This piece of data was mentioned on page 56 of a book by Petersen.*]

Education Secretary Arne Duncan said the administration was "laying the foundation for where we want to go" (Dillon). [*Duncan is quoted in an article by Dillon. This is a web site, so no page number.*]

Hurricane Gustav made landfall on Haiti, with 75 mph (121 km/h) winds, near the town of Jacmel ('Hurricane Gustav'). [*The website from which this information came had no author and is listed in the bibliography by this title.*]

When Sheila finally meets the Prince, the author describes her as "wistfully wondering what he really looked like under that iron mask of fear" (Clerck, *Mask*, 27). [*If I have two works by the same author in my Works Cited, I need to use a key word from the title to make the distinction.*]

Maya Angelou says, “The bright hours when the young rebelled against the descending sun had to give way to the twenty-four-hour periods called ‘days’ that were named as well as numbered” (272). [*Because I mention the name of the author in the text, I do not need to mention it again in the parentheses.*]

In North America, the period appears after the reference; in Britain, the period appears before, within the sentence itself. Either format is correct, but you should be consistent.

endnotes/footnotes

With endnotes or footnotes, we use numbers or symbols to identify which sentences have referenced material in them, and then the number refers to a bibliographic entry either at the bottom of the page or at the end of the work. This is easily done with a word processing program. If you are using either endnotes or footnotes, a works cited page is not required. Here’s what it looks like:

The International Baccalaureate started in Geneva, Switzerland in 1968.¹ But as far as the goals of the national system, Education Secretary Arne Duncan said the administration was “laying the foundation for where we want to go.”² In general, though, trends in education are consistent with past performance, according to a 2000 Time Magazine article.³ In the 1880s, educational specialists “faced the same problems we do today, even more so, actually.”⁴ [*Usually, not every sentence would be referenced; this is just to show how it works.*]

1 Peterson, A.D.C. *Schools Across Frontiers: The Story of the International Baccalaureate and the United World College*. Open Court, New York (1987). p. 56. [*The footnote gives the full entry, followed by the specific page on which the information was found.*]

2 Dillon, Sam. “Education Standards Likely to See Toughening.” *The New York Times*. 14 April 2009. Accessed 17 April 2009. < <http://www.nytimes.com/2009/04/15/education/15educ.html> >.

3 Seher, Dow. “What’s Wrong in Schools?” *Time Magazine*. Vol. 99, Issue 28, page 35-39. (17 April, 2000). p. 35.

4 *ibid*, p. 38. [*ibid is Latin for “in the same place.” We use it in footnotes when the source is the same as the reference just before.*]

captions

We can reference images using captions, which can be added easily using a word processor. However, images can also be referenced using either of the other methods as well.

What are some more advanced ideas about referencing for more advanced students?

- ◆ If you find that you have whole paragraphs which need referencing, you are probably doing the assignment wrong.
- ◆ Quotations from sources need a context. In other words, a quoted passage should not just appear in the middle of a paragraph without explaining where it is from and/or why you are using it. Doing this with sophistication takes some practice.
- ◆ You should be able to distinguish between primary sources and secondary sources and be able to see the purpose of each type of source.
- ◆ Generally, because of the way it is written, Wikipedia is not an effective source. A well-written Wikipedia site will give you some references to follow to find the original source being referenced. It is better used as a starting point to find sources rather than a source in its own right.
- ◆ As you get more advanced, you should be more critical of sources generally. The source of information may be as significant as the information itself. Consider the origin, purpose, value and limitations of each source.

Works Cited Page

Angelou, Maya. *I Know Why the Caged Bird Sings*. Bantam, New York (1995).

Notice the entries are arranged alphabetically.

Central Intelligence Agency. "Bhutan." *The World Factbook*. 9 April, 2009. Accessed 18 April 2009. <<https://www.cia.gov/library/publications/the-world-factbook/geos/bt.html>>.

Clerck, Deborah. *A Mask of History*. Penguin, London (1935).

The second line of each entry is indented.

Clerck, Deborah. *Love Amongst the Sculptures*. Penguin, London (1973).

Dillon, Sam. "Education Standards Likely to See Toughening." *The New York Times*. 14 April 2009. Accessed 17 April 2009. <<http://www.nytimes.com/2009/04/15/education/15educ.html>>.

Hantry, Juliana. "Learning How to Learn: The Real Experience." In *Theories of Knowledge Through Time*. Ed. Jasper Snodgrass. Penguin, London (1964).

'Hurricane Gustav.' *Wikipedia*. 2009. Accessed 1 May, 2009. <http://en.wikipedia.org/wiki/Hurricane_Gustav>.

Peterson, A.D.C. *Schools Across Frontiers: The Story of the International Baccalaureate and the United World College*. Open Court, New York (1987).

Articles ("a" and "the") should be ignored when alphabetizing.

A Place in the Sun. Dir. George Stevens. 1951. DVD. Paramount, 2001.

Seher, Dow. "What's Wrong in Schools?" *Time Magazine*. Vol. 99, Issue 28, page 35-39. (17 April, 2000).

Simkin, John. 'War Propaganda Bureau.' *Spartacus Educational*. 2003. Accessed 3 September, 2007. <<http://www.spartacus.schoolnet.co.uk/FWWwpb.htm>>.

Images Used

If images have been used, entering them separately provides more clarity.

"Bhutan.jpg." *Nepal Trailblazer*. Accessed 10 April, 2008. <<http://www.nepalhiking.com/images/bhutan.jpg>>.

Hoffman, Brendon. "15educ_600.JPG." *The New York Times*. 14 April, 2009. Accessed 17 April, 2009. <http://graphics8.nytimes.com/images/2009/04/15/us/15educ_600.JPG>.

You do not need a Works Cited page if you are using footnotes or endnotes.

for teachers		
<ul style="list-style-type: none"> ◆ Model this behavior. Handouts that include material from a source should include a bibliographic entry. ◆ Displayed student work should include visible referencing. ◆ Identify for students how referencing is covered in the criteria for your subject area. ◆ Use this as a source for improvising other bibliographic entries appropriate to specific assignments. ◆ Below are the questions relevant to referencing from the Areas of Interaction Scope and Sequence for Approaches to Learning. Use them in considering how to talk about these issues with students of different levels. 		
years 1-2: knowledge & understanding	years 2-3: application	years 4-5: analysis & synthesis
In what different ways can I research something?	How do I know information is reliable?	How can I critically synthesize information from a variety of sources and use appropriate methods of referencing?