

Academic honesty and the Extended Essay

Academic honesty is a core trait of any academic institution and all IB World Schools.

Be fair, honest, truthful, responsible and respectful.

Submit and present research materials truthfully.

Adhere to internal deadlines.

Declare the actual (correct) word count.

Submit a signed declaration of authenticity for work you give in for assessment.

Honesty



Plagiarism – pretending the words, ideas or opinions of another person are your own.

Collusion – supporting the academic dishonesty of another student, for example, allowing a friend to copy your work.

Fabrication of research data – making up your results.

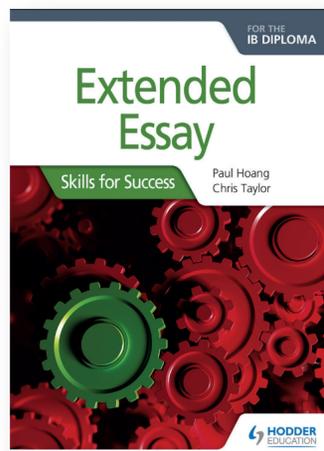
Duplication of work – submitting parts of, or all of, one piece of work for multiple different components of assessment – this is sometimes known as ‘double dipping’.

Gaining an unfair advantage – any act that gives you unfair advantage, for example, missing deadlines, under-declaring the word count, getting someone else to write your essay.

Dishonesty



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Citation and referencing

Why you cite/reference

- **Referencing:**
 - Is a systematic way of recording where data and information have been obtained
 - Enables your readers (or your supervisor!) to locate and verify the information presented.
- **Citations:**
 - Are used as a shortened method of making a reference to a source used, placed within the body of the Extended Essay
 - Let you indicate in the essay where you have used the ideas, words or work of someone else.
- **The correct use of references and citations is a sign of good-quality academic writing, and also help protect you against potential accusations of plagiarism.**

How you cite/reference

- You can choose the citation or referencing style that best suits your needs, but you must use it consistently!
- MLA, APA, Harvard or Chicago are the common reference styles.
- Most referencing styles include (more or less) all of the same elements:
 - Author
 - Title
 - Date of publication
 - Date of access
 - Publisher
 - Pages
 - URL (for online sources).
- Use quotation marks if you are using the exact words of another person.

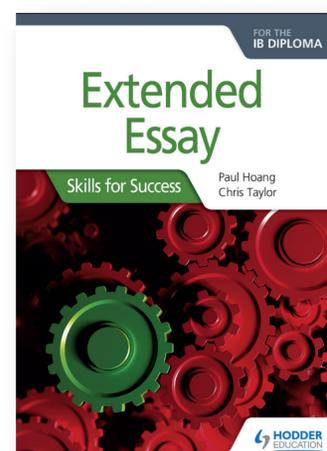
What you cite/reference

- As well as text sources, make sure you acknowledge audio-visual materials, diagrams, images, graphs, data tables and other illustrations.
- At the end of your essay you must list the sources of all your citations on a separate page. This is known as a bibliography.
- Remember, cite as you write! Make sure you note down all your citations as you write – you will find it hard to remember all your sources otherwise.

Resources

- If you find yourself struggling with citations and referencing, consider using online tools to help. EasyBib and RefMe are two tools you might find useful:
 - www.refme.com/
 - www.easybib.com/
- For more detailed information on styles for citations and referencing refer to the IB document *Effective citing and referencing*. Find it in the IB's Online Curriculum Centre, or download it here: goo.gl/YqvYc5.
- Remember, if in doubt, ask your supervisor, the Extended Essay Coordinator and/or your school Librarian for further guidance!

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Formulating suitable titles

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