

# Academic Honesty Policy



**CRAIGHOUSE**  
SCHOOL

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**Person responsible: Academic Director**

## **Academic Honesty Policy**

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## Part 1: Rationale

Craighouse School and International Baccalaureate (IB) programmes “encourage students to inquire and to think critically and creatively, and to present their thinking in a variety of ways. They should be able to make their thoughts and their learning visible and explicit, show how they have constructed their ideas, and demonstrate the views they have followed or rejected. This is essentially what scholarship and academic honesty are: making knowledge, understanding and thinking transparent.

Students need to understand how knowledge is constructed and, consequently, their own role in furthering knowledge construction and building understanding.”  
(International Baccalaureate Organisation [IBO] 2014)

Academic honesty is one of the ways in which the Craighouse School core values of honesty, respect and responsibility are put into practice. It is also a demonstration of the IB learner profile attribute of being principled, acting “with integrity and honesty, with a strong sense of fairness and justice” and taking “responsibility for our actions and their consequences.” (IBO 2014)

To be academically honest, pupils must learn a range of skills, such as note-taking, paraphrasing and citation. They must also develop a good understanding of what is meant by intellectual property so that they can be sure that their work is authentically their own.

It is acknowledged that pupils enhance and extend their knowledge, skills and understanding of academic honesty as they progress through the school. For this reason, the expectations in each section of the school are different. The purpose of this policy is to clarify the responsibilities of all members of the school community in ensuring academic honesty. This policy should be read in conjunction with the relevant protocol for the section of the school and the citation and reference guide.

## Part 2: Key definitions

**Academic honesty:** The IB defines academic honesty as “a larger set of values and skills that promote personal honesty and good practice in teaching and learning, including assessment” (p.12 IBO 2014). Academic honesty requires that the work and ideas of others are acknowledged; it also requires avoidance of any practices that would give an unfair advantage.

**Academic misconduct:** “behaviour (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining unfair advantage in one or more components of assessment.” (IBO 2014)

**Plagiarism:** the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism (IBO 2014).

**Collusion:** supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another. (IBO n.d.) *Academic Honesty in the Diploma Programme*

**Misconduct during an examination or summative assessment:** taking unauthorized material into an examination/assessment room, disruptive behaviour and communicating with others during the examination/assessment. Communication about the content of an IB examination 24 hours before or after the examination with others outside the school community is also considered a breach to IB regulations. (IBO n.d.) *Academic Honesty in the Diploma Programme*

**Duplication of work:** the presentation of the same work for different assessment components. (IBO n.d.) *Academic Honesty in the Diploma Programme*

**Draft:** “a piece of text, a formal suggestion, or a drawing in its original state, often containing the main ideas and intentions but not the developed form” (Cambridge University Press, 2018). Drafts play a key role in authenticating student work since they provide evidence of the development of the work. Teachers can give advice on drafts by making general comments and asking questions to prompt student reflection; they cannot edit or give specific suggestions of how to improve the work. Examples of general comments and questions are:

- Does the essay have a clear introduction?
- What did you mean—perhaps you can express this section more clearly?
- Does this work comply with the requirements, including formatting?

(IBO 2019)

**Feedback:** feedback is an essential part of the learning process and is distinct from correcting. “Most of the time, the purpose of feedback is to improve the work of students on tasks they have not yet attempted” (Dylan Wiliam n.d.). Therefore, feedback should prompt student reflection and consist of “suggestions on how to improve, not giving complete solutions” (Dylan Wiliam 2018).

**Edit:** “to make changes to a text or film, deciding what will be removed and what will be kept in” (Cambridge University Press, 2018). For a student’s work to be authentically their own, only a student can edit it. Teachers, peers, parents and tutors may provide feedback, but they must refrain from editing.

### Part 3: Student responsibilities

While students will be supported to be academically honest, academic honesty remains wholly the responsibility of the student.

Students must:

- check their work before submitting it to make sure any sources used are properly acknowledged as per the relevant protocol
- seek guidance if they are not sure whether or how to cite a source.

### Part 4: Teacher responsibilities

Teachers must:

- ensure that students understand the value of academic honesty
- explain that there can be no distinction between intentional and unintentional breaches in academic honesty

- equip pupils with the skills needed for academic honesty
- be role models in academic honesty; for example, by citing sources when creating classroom materials
- ensure timely feedback
- not edit student work that will be submitted for summative assessment
- not provide detailed, specific advice on how to improve work that will be submitted for summative assessment
- ensure they have adequate evidence to authenticate student work
- develop realistic assessment programmes
- notify the tutor of academic misconduct
- record all instances of academic misconduct in an academic management platform (such as SchoolTrack).

### **Part 5: School responsibilities**

The school will:

- organise a balanced calendar of assessments
- ensure fairness and consistency
- investigate all cases of suspected academic misconduct
- maintain records of any instances of academic misconduct.

### **Part 6: Parent responsibilities**

Parents should:

- support students in being principled
- support students to be proactive, independent and use self-management skills
- establish a good level of communication with the school so that they understand requirements and expectations.

### **Part 7: Procedures—reporting, recording and monitoring**

Each time there is a suspicion or accusation of a breach of academic honesty, the student's record will be checked to see whether there have been any previous instances.

The suspicion or accusation must be thoroughly investigated. The investigation could include use of plagiarism detection software as well as interview(s) with student(s).

If there is evidence of a breach of academic honesty, this will be recorded in the academic management platform (such as SchoolTrack) and parents will be notified.

### **Part 8: The rights of the student, if suspected of a breach of academic honesty**

As stated in the rationale, being principled includes acting “with a strong sense of fairness and justice” (IBO 2014). As in the case of any accusation or suspicion, the student will be given an opportunity to explain and to give his/her perspective. If the student so wishes, a peer, parent or teacher can be present during the discussion.

## **Part 9: Consequences of academic misconduct**

The consequences of academic misconduct will depend on the age of the student, the teaching the student has received about academic honesty and whether there are previous instances of academic misconduct. Any work that is the result of academic misconduct cannot be used for summative assessment since it does not evidence the student's knowledge and understanding.

Academic misconduct is defined in the School Life Guide as “serious misconduct” and breaches of academic honesty will be sanctioned in accordance with the School Life Guide.

## Appendix 1: References

International Baccalaureate Organisation (2014). *Academic honesty in the IB educational context*

International Baccalaureate Organisation (2019). *Diploma Programme Assessment Procedures*

International Baccalaureate Organisation (n.d.) *Academic Honesty Policy - Example 1*. Retrieved from [www.ibo.org](http://www.ibo.org)

International Baccalaureate Organisation (n.d.) *Academic Honesty Policy - Example 2*. Retrieved from [www.ibo.org](http://www.ibo.org)

International Baccalaureate Organisation (n.d.) *Academic Honesty in the Diploma Programme*. Retrieved from [https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g\\_0\\_malpr\\_sup\\_1410\\_1f\\_e/data/g\\_0\\_malpr\\_sup\\_1601\\_1\\_e.pdf](https://resources.ibo.org/ib/topic/Academic-honesty/resource/11162-occ-file-g_0_malpr_sup_1410_1f_e/data/g_0_malpr_sup_1601_1_e.pdf)

Cambridge University Press (2018). Retrieved from <https://dictionary.cambridge.org>

Dylan Wiliam (2018). *Embedding formative assessment with teacher learner communities* Retrieved from [www.dylanwiliam.net](http://www.dylanwiliam.net)

Dylan Wiliam (n.d.) *The Secret of Effective Feedback*. Retrieved from [www.dylanwiliamcenter.com](http://www.dylanwiliamcenter.com)

## Appendix 2: Citation and reference style guide in accordance with the norms of the American Psychological Association (APA) 6<sup>th</sup> edition

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## Introduction

This manual has been prepared by the Senior Section Inquiry Centre of Craighouse School. Its aim is to guide pupils, teachers and staff in the responsible and correct use of information.

Globalisation, the power of information and the indiscriminate use of the Internet have led to the proliferation of plagiarism. In view of this fact, we feel that it is necessary to protect authors and their work.

In this respect, there are various norms whose aim is to regulate the presentation of academic texts. None of them is better or worse than the rest; they simply respond to the needs and aims for which they were created as well as the institutions that have adopted them. Such is the case of the APA norms, Vancouver, ISO, and Chicago, among others. One of the most commonly used at international level is the APA norms, (American Association of Psychology). This is the reason why our current Style Guide is based on these norms.

### 1. Basic concepts

- Source of information: Any object or subject that contains or generates information.
- Citation: A partial expression of ideas, statements or opinions taken from a third party, included in the text.
- Reference: A list containing all the information taken from the sources cited in the text. Norms or rules are needed in order to make up these lists.
- Bibliography consulted: A list that appears at the end of the work, containing, in an orderly manner, the references cited and consulted.

### 2. Citations

A citation provides information about the author and the year of publication. The rest of the information must be included in the references at the end of the work. The citations fall into two major groups, they may be verbatim (direct) quotes or paraphrases.

#### 2.1. Verbatim or direct quotes

They reproduce the author's exact words. There are two types:

2.1.1. Brief, verbatim quotes (up to 40 words). They are placed in inverted commas, they are not written in italics and they take a full stop at the end.

a) Brief, verbatim quote based on the AUTHOR: Used when we wish to highlight the author, who is named at the beginning.

Example:

Alonso (2016) points out that "the way in which genes influence different aspects of behaviour is mediated during the development of the brain." (p. 301)

Author's surname (Date of publication) ".....text.....". (page number written p.)

b) Brief, verbatim quote based on the TEXT: Emphasis is on the text and later the author's name is mentioned.

Example:

For many authors "the way in which genes influence different aspects of behaviour is mediated during the development of the brain." (Alonso, 2016, p.301)

### 2.1.2. Extensive verbatim quote: over 40 words

".....text.....". (Author's name, year of publication of the work, number of the page cited).

Written after a full stop, without inverted commas, italics or margin. The difference here is that the final full stop of the quotation goes before the page number.

a) Extended verbatim text based on the AUTHOR:

The same as in the brief verbatim quote, here we begin with a reference to the author.

Example:

Many authors refer to the topic of evolution, particularly Alonso (2016) who says:

The analysis of the fossil register was revealed among the most common events in the history of the world. These registers include extinctions, that is, the disappearance of species that occurred continuously and normally at a slow rhythm. The competition between the species may be a reason for the disappearance of those that lost in favour of their rivals. (p.149)

..... AUTHOR'S surname (year of publication date)  
Indent  
.....  
..... (Number of the page  
cited)

b) Extensive verbatim quote based on the TEXT:

Here the focus is on the text rather than on the author.

Example:

Both the evolution and the extension of the species are topics that do not date far back in history.

The analysis of the fossil register was revealed among the most common events in the history of the world. These registers include extinctions, that is, the disappearance of species that occurred continuously and at a normally low rhythm. Competition between the species may have been the reason for the disappearance of those that lost in favour of their rivals. (Alonso, 2016, p.149)

..... Indent ..... .....
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## 2.2. Indirect or paraphrased citations

These citations take the ideas from an original source and reproduce them in the words of the new writer of the document. This type of quotation must include the name of the author and the date of publication of the text cited.

As with the verbatim quote, there may be emphasis either on the author or on the text.

- a) Indirect or paraphrased citation based on the author

Example:

Alonso (2016) states that the extinction process was slow.

Surname of the author (year of publication of the document) ..... .....
--

- b) Indirect or paraphrased citation based on the text

Example:

We can conclude that the process of extinction of the species is slow (Alonso, 2016)

..... . ..... (Surname of the author, year of publication of the document).
---

## 2.3. Citations with more than one author

2.3.1. Citation with two authors: If the text has two authors, use the conjunction 'and'. If the book is in English, use the symbol &.

Example:

-García and Ruíz (2001) state that during the research...

Surname of the first author (in lower case) Surname of the second author (year of the date of publication) ..... .....
--

- The research carried out led to good results as far as economic growth is concerned (García and Ruíz, 2001).

..... ..... .....(Surname of the first author and surname of the second author, date of the year of publication).
---

2.3.2. Citation with three to five authors: When citing documents with three, four or five authors, apply the following rule: the first time they are cited in the new text, write all three all three surnames; afterwards cite the first and add et al, followed by a full stop.

Example:

García, Rojas, Ruíz and Muñoz (2009) claim that they have been able to prove....  
García et al. made this a postulate.

2.3.3. Citation with six or more authors: When there are six or more authors, cite the surname of the first one followed by el et al. after the first citation.

Example:

Romo et al. (2013) claim that any....

## 2.4. Citation with an institutional author

When the author is an institution or an organization, cite the name of the institution (as if it were the author) and the abbreviation between square brackets. Afterwards, continue citing the name of the institution using only the abbreviation.

Example:

According to studies, the rate of obesity in Chile has increased by 10% with respect to last year. (Ministry of Health [MINSAL], 2014). In face of this situation, hospitals will have to... (MINSAL, 2014)

## 2.5. Citation with an anonymous author

When the author of a work is mentioned as anonymous, he/she must be cited as such, and all previously mentioned rules are maintained.

Example:

Rivera will simply continue to live in the collective imagination (Anonymous, 1992, p. 21).

## 2.6. Citation of a citation

This happens when a citation is reached through another citation.

Example:

In this case, if I have a citation of Smith (1990) read in a publication by López (1998), it would read as follows:

Smith (cited in López 1998) declares the following: “Rivera feels attracted by the wall painting of a public building”.

## 2.7. Citation with no date

When a citation does not provide the date of publication, we use the abbreviation n.d. which means ‘no date’. This abbreviation must be placed where we would normally put the date, i.e. in parenthesis after the author’s name.

Example:

Poblete (n.d.) points out the importance of the mother’s role in children’s education.

## 2.8. Citation of personal communications

Personal communications include private letters, e-mails and telephone conversations, among others. These are only cited in the text but are not referenced. Only the initial of the name is cited, followed by a full stop and the surname and, between brackets, the date when the communication took place, as well as a mention of the fact that it was a personal communication.

Example:

E. López (Personal communication 12 May 2016) mentioned the fact that much of the food being sold was high in sugar.

## 2.9. Citation in another language

Citations of texts in other languages must be translated and in the list of references at the end of the work the complete citation in the original language must be included, as well as the fact that the text was translated by the author of the document.

Example:

\*\*Minget, J. (2016) The house surrounded by trees benefits from its microclimate effects during all seasons of Mediterranean climate. (Minget, 2016, p.125)

“La casa está rodeada de árboles, se beneficia de su efecto micro-climático durante todas las estaciones del clima mediterráneo.” (Minget, 2016, p.125) Own translation.

## 2.10. Citation from classical works

Classical works include Greek and Roman works, as well as the Bible and the Koran.

a) Greek work: Cite author and date of translation.

Example:

Plato (translation 1944) mentions that “those who go into politics thinking that that is where they will find riches will not find them there.” (p.122)

- b) The Bible: Cite the name of the book, followed, in brackets, by the chapter, colon, and verse.

Example: John (3:15)

### 2.11. Citation of a law

Bear in mind that the citation of a law will often vary depending on its country of origin. Frequently, you will begin by citing the number of the law and the year of publication in brackets.

Example:

Law no. 18,698 (1990)

### 3. Bibliographic references

A reference is a collection of data that allows us to identify a document or a source of information. It provides details about the source from which the citation was taken and makes it possible to search for and locate the original work. It includes information about the author, date and publisher, among others.

There are several points to consider when preparing a bibliographic reference.

- Leave a margin.
- Use double spacing.
- In the list of bibliographic references, include only those sources that have been cited.
- Personal interviews, e-mails and telephone conversations are not recoverable material and must therefore not be included in the references.
- The Bible, the Koran and personal communications are cited in the text, but should not be included in the bibliographic references.
- Sources must be organised in alphabetical order according to the author’s surname.
- When the author is corporate or institutional, use the complete name of the organisation.
- When no date is available, use the abbreviation n.d. in parenthesis.
- Volume numbers must be written in Arabic numerals. A Roman number is used only if it is part of the title.
- If electronic documents are used, the reference must include the DOI (digital object identifier), a unique alphanumeric code used to identify articles in magazines or electronic documents available in databases or digital libraries.
  - Example: Author, A.A. (Year). Title. DOI: 10.1000233343.ch6

#### 3.1. Bibliographic reference for a book

A reference must include the name of the author, date of publication, title of the book and publication details.

\* If the edition is not the first, this must be added in parenthesis after the title.

### 3.1.1. Book with one author

Surnames, initials of the name. (Year) Title. City, Country: Publisher

Example:

García, F. (2015). Public Administration. Barcelona, Spain: Planeta

García Lorca, F. (2008). Bodas de Sangre (2nd ed.), Santiago: Alfaguara

### 3.1.2. Book with more than one author

Include up to seven authors. If there are more than eight, name the first six followed by three dots (...) and then add the last author. Authors' surnames are separated by commas, and the symbol & before the last author.

Example:

Rojas, C., Durán, M., García, I., Flores, R., Lara, C., Gómez, J...& López, M. (2010)

Arable Land in América. Buenos Aires, Argentina: Edaf.

### 3.1.3. Book with a corporate or institutional author

Include the full name (without using abbreviations), separated by commas if there are more than one. If the author is the editor, this must be mentioned as "author".

Example:

World Health Organisation. (2002) Report on the consumption of sugar at a global level. Geneva, Switzerland: Author.

### 3.1.4. Book without author or editor

When no author or editor is mentioned, the following structure must be followed:

Title. (Year). City, Country: Publisher.

Example:

Atlas of anatomy. (1999). Madrid, Spain: Catalonia.

### 3.1.5. Bibliographic reference to a chapter in a book

Surname, Initials of the name of the author of the chapter. (Year). Title of the chapter. In Author/Editor. Title of the book (pages). City, Country: Publisher.

Example:

Rivas, F. (2004). Recipes. In Cruz, J. (Ed). The pleasure of cooking (pp. 91-105). Barcelona, Spain: Catalonia.

### 3.1.6. Reference to a dictionary or encyclopaedia

#### a) Dictionary or encyclopaedia with volume number

Surname, initials of author or editor. (Year). Title of the dictionary or encyclopaedia (in parenthesis the edition only if it is second or more) only if it is the second or later. (volume consulted, pages). City, Country: Publisher.

Example:

López, V. (1998). Dictionary of authors of all countries (2<sup>nd</sup> ed.). (Vol. 2 pp. 95-97). Santiago, Chile: Santillana.

#### b) Dictionary or encyclopaedia with no volume number

Surname, initials of the name of author or editor. (Year) Title of the dictionary or encyclopaedia (in parenthesis the edition if it is not the first). City, Country: Publisher

Example:

Real Academia Española. (2010). Dictionary of the Spanish language (22<sup>nd</sup> ed.) Madrid, Spain: Author.

### 3.1.7. Bibliographic reference to a thesis

Surname, initial of first name. (Year). Title of the thesis (Undergraduate thesis, masters thesis, doctoral thesis). Name of the institution, place.

Example:

Arevena, C. (2012). Design of a prevention plan for fires in high rise buildings (Undergraduate thesis) Universidad de Chile, Santiago, Chile.

### 3.1.8. Bibliographic reference to symposiums and conferences

Surname, initials of first name & Surname, Inicial del nombre. (Date). Title of the symposium or congress. Name of the organisation where the congress was held. Place.

Example:

Muñoz, M. & Ruiz, S. (June, 2013). Evolution of the study of conscience. Psycho analysis in Latin America. Symposium held at the 21<sup>st</sup> Congress of Latin American Psychology, Montevideo, Uruguay.

### 3.1.9. Bibliographic reference for technical and research reports

A reference to a technical or research report is the same as that of a book, including the number of the number of the report in parenthesis.

Author. (Year). Title of the report (Report no. XX). City, Country: Publisher.

Example:

Chile. Advisory Committee on topics of agricultural development. (2010). Report by the Chilean Committee of Agricultural Development (Report N° 124). Santiago, Chile. MIDEPLAN.

### 3.1.10. Bibliographical reference to periodical publications

a) Article in a magazine

Surname, Initial of first name. (Month, Year). Title of the article. *Title of the magazine*, volume (number), pp-pp.

Example:

Rua, M. (January, 2017). The new world beneath the sea. *National Geographic*, 11(4), 12-16.

Example:

Rua, M. (January, 2017)

b) Article in a newspaper

Surname, Initial of the first name. (date). Title of the article. *Name of the newspaper*, pages.

Example:

Echeverría, E. (12 January 2016). Beginning of the new regulatory plan for La Reina. *El Mercurio*, 31-32.

\*\*\**The names of magazines and/or newspapers must be written in italics.*

### 3.1.11. Bibliographic references for legal documents

Law no. X. Complete title of the law. Published in *official name of the newspaper in italics* no. X date of publication. Country.

Example:

Law no. 45. Law of Municipalities and Provinces. Published in the *Diario Oficial de Chile* no. 120, 30<sup>th</sup> July, 2007. Chile.

Surname, initial of the name of the producer (Producer), & Surname, Initial of the first name of the director (Director). (Year). Title of the film. [cinematographic film]. Country of origin: Studies.

### 3.1.12. Bibliographic reference to a musical score

Surname, Initial of the composer's first name. (Year). Title. (Name of the translator (if there is one), type of score. Place: Publisher.

Example:

Mozart, W.A. (1970). The marriage of Figaro (Stein, choral part). New York: Boosy & Hawkes

### 3.2. Bibliographic reference to audio visual material

#### 3.2.1. Bibliographic reference to a CD or DVD

Producer. (Year). Title of the work. [Type of material: CD-ROM - DVD, etc.]. Place of publication: Publisher.

Example:

Robles, C. (2001). Interchange. [DVD]. New York, USA: Cambridge University Press

#### 3.2.2. Bibliographic reference to a film

Example:

Landau, J. (Producer), & Cameron, J. (Director). (2009). Avatar [cinematographic film]. United States: 20th Century Fox.

#### 3.2.3. Bibliographic reference to a music recording

Surname, Initial of the composer's first name. (Year of copyright). Title of the work. [recorded by XX if the artist is not the composer]. In *Album title* [type of format: CD, vinyl, etc.]. Place: Label. (date of recording, if it is the copyright date).

Example:

Red Hot Chili Peppers. (1999). Otherside. In *Californication* [CD]. Los Angeles, United States: Warner Bros Records.

#### 3.2.4. Bibliographic reference to photographs

[Photograph by the name and surname of the photographer]. (Place. Year) Name of the collection. Location.

Example:

[Photograph by Raúl Barros]. (Santiago. 1950). Historic photographic archives. Biblioteca Nacional. Santiago, Chile.

### 3.3. Bibliographic reference to online documents

#### 3.3.1. Bibliographic reference to the electronic version of a printed book

Surname, Initial of author's first name. (Year). Title. [type of version]. Retrieved from

Example:

Smith, I. (2010). Addiction to technology. [DX Reader version]. Retrieved from <http://www.Ebookstore.tnadf.uk.com/hm/ask>

Smith, I. (2010) Addiction to technology. [Adobe Digital Editions Version].DOI: 10.3210.938ilp

#### 3.3.2. Bibliographic reference to a book that is exclusively electronic

Surname, Initial of author's name. (no date). Title. Retrieved from

Example:

O'Ryan, L. (no date) The foundations of Greek society. Retrieved from <http://www.onlineoriginals.com/show.asp?=325>

#### 3.3.3. Bibliographic reference to and electronic book with DOI

Surname, Initial of author's first name. (Year). Title. DOI:

Example:

Hansen, R. (2005). Telecommunications. DOI: 10.22236/99696

#### 3.3.4. Bibliographic reference to and electronic book with URL

Surname, Initial of author's name. (Year). Title. Retrieved from URL

Example:

Saramago, J. (2002). Memorial del convento. Retrieved from: <http://side.ebray.com/lib/uchile/doc>.

#### 3.3.5. Bibliographic reference to online dictionary or encyclopaedia with no author

Title of the entry. (Year). Title of the dictionary or encyclopaedia. Retrieved from URL

Example:

Feminism. (2012). Encyclopaedia Britannica. Retrieved from <http://globalbritannica.com/ebech/topic/752369/feminism>

### 3.3.6. Bibliographic reference of an online thesis

Surname, Initial of author's first name. (Year). Title of thesis (Undergraduate, masters or doctoral thesis. Name of the institution, City, Country). Retrieved from URL

Example:

Alvarado, R. (2009). Development of methods to analyse pesticides. (Doctoral thesis, Universidad de Concepción, Chile). Retrieved from <http://udeconcepcion.cl.ed/biblioteca/tesis>

### 3.3.7. Bibliographic reference to a magazine article with DOI

Surname, Initial of author's first name. (Year). Title of the article. *Title of the magazine*, volume (number), pp. DOI:

Example:

Sierra, J.(2016). The latest discoveries in the Atacama Dessert. *Muy Interesante*, 9 (5), pp. 26-32. DOI: 10.469783219888263

### 3.3.8. Bibliographic reference to an article in an online magazine

Surname, Initial of author's first name. (Year). Title of the article. Name of the magazine, volume (number), pp. Retrieved from URL

Example:

Sierra, J. (2016). The latest discoveries in the Atacama Dessert. *Muy Interesante*, 9 (5), pp. 26-32. Retrieved from <http://scielo.cl/muyinteresante.php/scrip>

### 3.3.9. Bibliographic reference to an article in an online newspaper

Surname, Initial of author's first name. (2015). Title of the article. *Name of the newspaper*. Retrieved from

Example:

Rosales, C. (2016). The economic crisis in Argentina. *El Mercurio*. Retrieved from <http://elmercurio.com/reportajes.crisis239872236-9.html>

### 3.3.10. Bibliographic reference to a website

Surname, Initial of author's first name. (Year). Title of the website. Retrieved from

Example:

Pontificia Universidad Católica de Chile. (2017). Library Systems. Retrieved from <http://www.uc.cl/sistemadebibliotecas>

### 3.3.11. Bibliographic reference to online maps

Surname, Initial of author's first name (Cartographer). (Year). *Title of the map*. [type of map]. Retrieved from URL

Example:

Instituto Geográfico Nacional (Cartographer). (2005). Population density in Chile [Demographic map]. Retrieved from [http://www.ign.cl/publicaciones/mapas/chile/demografia\\_2005.pdf](http://www.ign.cl/publicaciones/mapas/chile/demografia_2005.pdf)

### 3.3.12. Bibliographic reference to press releases

Surname, Initial of author's first name. (Year). Title of the release [Press release]. Retrieved from URL

Example:

Asociación Chilena de Seguridad. (2015). New security measures in force for high rise buildings [Press release]. Retrieved from <http://www.achs.cl/prensa/2015>.

### 3.3.13. Bibliographic reference to reports, governmental and non-governmental organisation investigations

Author. (Year). Title of the report (Report no.). Retrieved from URL

Example:

Chile, Comisión Nacional de Energía. (2004). Setting fuel prices in accordance with the interconnected system (Definitive technical report). Retrieved from <http://www.cne.cl/archivos/uut>

### 3.3.14. Bibliographic reference to a blog

Surname, Initial of author's first name. (date). Title of the post [Blog message]. Retrieved from URL

Example:

Murillo, R. (24 February 2016). Tiramisu - Fashionable deserts [Blog voice message]. Retrieved from <http://cocinayreposteriamoderna.clreposteria-tiramisu>

### 3.3.15. Bibliographic reference to a PowerPoint presentation

Surname, Initial of author's first name. (Year). Title of the presentation [PowerPoint slides]. Retrieved from

Example:

Alonso, A. (2012). One hundred ways to wear a scarf [PowerPoint presentation]. Retrieved from <http://www.mimoda.cl/powerpoint/cienmaneras.ppt>

### 3.3.16. Bibliographic reference to YouTube

Surname, Initial of first name. (date). Title of the video [Video archive]. Retrieved from URL

Example:

La tropa. (30 January 2014). The cherry tree garden [video archive]. Retrieved from <http://youtube.com/watch?=855lslbhs>

### 3.3.17. Bibliographic reference to a photograph or an online illustration

Surname, I. (date). Title of work [Type of work]. Retrieved from URL

Example:

Pinker, A. (2014). Orchids in the Amazon [Photograph]. Retrieved from <http://muyinteresante.com/articulo/orquideas.jpg>

### 3.3.18. Bibliographic reference to an online photograph or illustration with no author, date or title

(Illustration or photograph with no title describing the work) Retrieved from URL

Example

[Painting by Salvador Dali]. Retrieved from <http://imagine/artistas/pintores/dali.jpg>

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American Psychological Association (2010). Manual de Publicaciones de la American Psychological Association (3<sup>rd</sup> ed.) (Trans. M. Guerra Frías). Mexico: The Modern Guide

Dirección Nacional de Bibliotecas Inacap. (2016). Guía para citar textos y referencias bibliográficas según Norma de la American Psychological Association (APA) 6<sup>th</sup> edition. Retrieved from [https://www.inacap.cl/tportal/portales/tp57e6c9860l351/uploadImg/File/Guia\\_para\\_citar\\_textos\\_y\\_referencias\\_bibliograficas\\_INACAP\\_APA\\_sexta\\_ed\\_1\\_3.pdf](https://www.inacap.cl/tportal/portales/tp57e6c9860l351/uploadImg/File/Guia_para_citar_textos_y_referencias_bibliograficas_INACAP_APA_sexta_ed_1_3.pdf)

Centro de Escritura Javeriana. (s.f.) Norma APA sexta edición. Retrieved from <http://www2.uned.es/reop/documentos/Normas%20APA%206ta%20edicion.pdf>