

## Plagiarism and referencing at TES

### 1. General provisions

1.1. Plagiarism is a serious offence in academia. While it is mostly an ethical rather than a criminal problem, universities take this very seriously and will institute disciplinary proceedings against the student, potentially leading to suspension or expulsion. While it is not as serious an offence at the secondary level, we as teachers need to teach our students how to cite effectively, as plagiarism may be considered a form of cheating. We must also keep in mind, though, that our students are not entirely familiar with referencing, and may think that copying and pasting is a relevant way of producing work. We must ensure that they understand that this is not true and that they are committing academic fraud.

1.2. Plagiarism is defined as the unacknowledged use of another's language and/or ideas, giving the impression that these ideas and language are the plagiarist's own. This includes, but is not limited to, direct copying and pasting, using another's ideas without appropriate citation, or having someone else complete an assignment for the plagiarist.

1.3. So as to avoid confusion surrounding referencing and plagiarism, we use a slightly adapted form of the 8th edition of the MLA style guide due to ease of use. This is uniform across the school, in order to ensure students can effectively exercise this skill. Regardless of whether the subject is a natural science, human science, or language, the system is the same.

1.4. This policy is subject to the general rules of the Tallinn European School and the Statutes of the European Schools.

### 2. The format for bibliographies

2.1. The purpose of a citation is to facilitate the location of a source. The general rule is to include as much information as possible about the source so that the reader can find the original source as quickly as possible.

2.2. The format for bibliographies (or "Works Cited" lists) is as follows (keeping formatting and punctuation as shown): Surname of Author, First Name of Author, "Title of Source," Title of container 1, Other contributors, Version, Number, Publisher, Publication Date, Location, Title of container 2, Other contributors, Version, Number, Publisher, Publication Date, Location. Accessed.

2.3. Unless the work in question was published before the 20<sup>th</sup> century, no medium (print, website, film etc.) or city of publication is included, as per the 8<sup>th</sup> edition's guidelines.

2.4. Within the body of the assignment, teachers and/or students may choose to include either in-line citations in brackets after the quote (which should follow this format: Surname of author/Short name of source, Year of publication:page e.g. Mda, 2013:127) or footnotes (in which case, the long format is used initially, and thereafter, when citing a particular source repeatedly, the short format may be used).

### 3. Examples

The examples below are taken primarily from Purdue University's Online Writing Lab<sup>1</sup> and from the MLA 8<sup>th</sup> edition website,<sup>2</sup> and are used for illustrative purposes only.

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<sup>1</sup> <https://owl.english.purdue.edu/owl/section/2/11/>

<sup>2</sup> <https://style.mla.org/works-cited-a-quick-guide/>

### 3.1. Books

Regular: Mda, Zakes, *The Sculptors of Mapungubwe*, Kwela Books, 2013.

Two authors: Gillespie, Paula, and Neal Lerner, *The Allyn and Bacon Guide to Peer Tutoring*, Allyn and Bacon, 2000.

Three or more authors: Wysocki, Anne Frances, et al, *Writing New Media: Theory and Applications for Expanding the Teaching of Composition*, Utah State UP, 2004.

Translated work: Foucault, Michel, *Madness and Civilization: A History of Insanity in the Age of Reason*, translated by Richard Howard, Vintage-Random House, 1988.

Republished work: Butler, Judith, *Gender Trouble*, 1990, Routledge, 1999.

Subsequent edition: Crowley, Sharon, and Debra Hawhee, *Ancient Rhetorics for Contemporary Students*, 3rd ed., Pearson, 2004.

Prepared by editor: Hill, Charles A., and Marguerite Helmers, editors, *Defining Visual Rhetorics*, Lawrence Erlbaum Associates, 2004.

Work in an anthology: Harris, Muriel, "Talk to Me: Engaging Reluctant Writers," *A Tutor's Guide: Helping Writers One to One*, edited by Ben Rafoth, Heinemann, 2000, pp. 24-34.

### 3.2. Magazines, newspapers and other periodicals

Article in a magazine: Buchman, Dana, "A Special Education," *Good Housekeeping*, Mar. 2006, pp. 143-48.

Article in a newspaper: Krugman, Andrew, "Fear of Eating," *New York Times*, 21 May 2007, late ed., p. A1.

Review: Seitz, Matt Zoller, "Life in the Sprawling Suburbs, If You Can Really Call It Living," Review of *Radiant City*, directed by Gary Burns and Jim Brown, *New York Times*, 30 May 2007, p. E1.

Anonymous articles: "Business: Global Warming's Boom Town; Tourism in Greenland," *The Economist*, 26 May 2007, p. 82.

Article in scholarly journal: Bagchi, Alaknanda, "Conflicting Nationalisms: The Voice of the Subaltern in Mahasweta Devi's *Bashai Tudu*," *Tulsa Studies in Women's Literature*, vol. 15, no. 1, 1996, pp. 41-50.

### 3.3. Electronic sources

Citing a webpage: Lundman, Susan, "How to Make Vegetarian Chili," *eHow*, [www.ehow.com/how\\_10727\\_make-vegetarian-chili.html](http://www.ehow.com/how_10727_make-vegetarian-chili.html). Accessed 6 July 2015.

Image: Klee, Paul, *Twittering Machine*, 1922, Museum of Modern Art, New York, *The Artchive*, [www.artchive.com/artchive/K/klee/twittering\\_machine.jpg.html](http://www.artchive.com/artchive/K/klee/twittering_machine.jpg.html). Accessed May 2006.

Article in online scholarly journal: Wheelis, Mark, "Investigating Disease Outbreaks Under a Protocol to the Biological and Toxin Weapons Convention," *Emerging Infectious Diseases*, vol. 6, no. 6, 2000, pp. 595-600, [wwwnc.cdc.gov/eid/article/6/6/00-0607\\_article](http://wwwnc.cdc.gov/eid/article/6/6/00-0607_article). Accessed 8 Feb. 2009.

YouTube video: McGonigal, Jane, "Gaming and Productivity," *YouTube*, uploaded by Big Think, 3 July 2012, [www.youtube.com/watch?v=mkdzy9bWW3E](http://www.youtube.com/watch?v=mkdzy9bWW3E).

*Please note: The 8<sup>th</sup> edition of the MLA style guide recommends the inclusion of the date a resource is accessed, but it is not mandatory.*

### **3.4. Other sources**

Interview: Smith, Jane, Personal interview, 19 May 2014.

Film: *The Usual Suspects*, Directed by Bryan Singer, performances by Kevin Spacey, Gabriel Byrne, Chazz Palminteri, Stephen Baldwin, and Benecio del Toro, Polygram, 1995.

Song: Nirvana, "Smells Like Teen Spirit," *Nevermind*, Geffen, 1991.

### **4. Implementation and enforcement**

4.1. TES insists on appropriate citation and referencing from the beginning of secondary school (i.e. from S1).

4.2. At the beginning of the school year, or as necessary, subject teachers in the secondary section shall familiarise all students with the plagiarism policy. They will ensure that the students are aware of the purpose of the policy, the format of the citation, and the consequences of breaching the system.

4.3. Subject teachers in S1 and S2 may choose to use a simplified system, but from S3 onwards, all students will be expected to cite their sources correctly. While some leeway may be given while students learn how to cite correctly, obvious plagiarism will constitute a breach of the school rules and will be dealt with through the appropriate channels.

4.4. If there is proof a student has plagiarised another work, the following applies:

1) For a first offence, the student should be given the chance to resubmit the assignment.

2) For a second offence, the student should receive a zero for the assignment with no chance to resubmit.

3) If the problem recurs, the matter should be referred to management and a disciplinary council will be called in accordance with the disciplinary policy of Tallinn European School and the statute of the European Schools.

4.5. Parents shall be made aware of the Tallinn European School policy on plagiarism.

4.6. The policy shall be published on the school website.

4.7. In ensuring students abide by the school's plagiarism policy, teachers should use their best judgement.