

Citing and referencing for the Extended Essay

IB Student Guide

Hvitfeldtska Upper Secondary School



Frequently asked questions

What is a citation?

A citation is a mentioning of a source in your own work.

Why should you make references?

It should be very clear what sources your work relies on.

There should be no misunderstanding about what's your own thoughts and conclusions - and what you have gathered from other sources.

It should be easy to find the sources that you've used.

If you don't show any references (or only show incomplete ones) – you may be accused of plagiarism.

What is plagiarism?

To use other's work, for example an essay, and present it like it's your own (without referring to a source), is called plagiarism.

To plagiarize is not allowed. On universities it can lead to suspension of the student.

Two types of in-text-citation

When mentioning sources in-text, you have the option of either *paraphrasing* or *quote*.

Paraphrasing is the method of summarizing somebody else's work in your own words.

Quoting is the method of using the exact words as the original source, in the form of a quote.

When citing a source in-text, both when paraphrasing and quoting, you need to include the last name of the author (and in most reference styles: year of publication).

When quoting a source, always include the specific page number from the source.

What is a reference style?

A reference style is a set of rules on how you should deal with in-text citations and referencing as a whole. Always be consistent in your use of a reference style – choose a style and stick with it.

What is a reference list?

A reference list, also known as bibliography, is a list of all sources cited in your essay. In the reference list, the sources need to be described in a complete way. By reading the reference list, anyone should be able to find the sources that you've used.

How do you refer?

There are three main types of in-text citations. Each of them correspond with a reference style (which we'll go over at the end).

1. Author

The last name of the author, and page number(s).

Example of reference style: MLA

2. Author–date

The last name of the author, and the year of publication, and the page number.

Example of reference style: APA

3. Numbered footnote

Note numbers that come after the referenced passage, and corresponding footnotes placed at the bottom of the page.

Example of reference style: Chicago

Examples of author-date and footnote types:

Morrison (1987) writes about the slavery in the US. Among other aspects, she points out the importance of the songs the slaves sang (p. 48).

Morrison (1987) writes about the slavery in the US. Among other aspects, she points out the importance of the songs the slaves sang.¹

¹ Morrison, 1987, p. 48

In the screenshots above, you can see two identical references, each with their own type of in-text citation. The first one uses the author-date type, the second one uses the footnote type. Below the two sentences, you can see the rest of the footnote citation at the end of the page.

For in-text citations, like the ones in the screenshots above, you can write in a number of ways. Try to make the citation fit in with the rest of the text. For example:

According to Smith (2013)...

Smith (2013) argues that...

Smith (2013) writes...

Smith (2013) conducted a study which...

Paraphrasing – summarizing other’s work

A checklist for in-text citations:

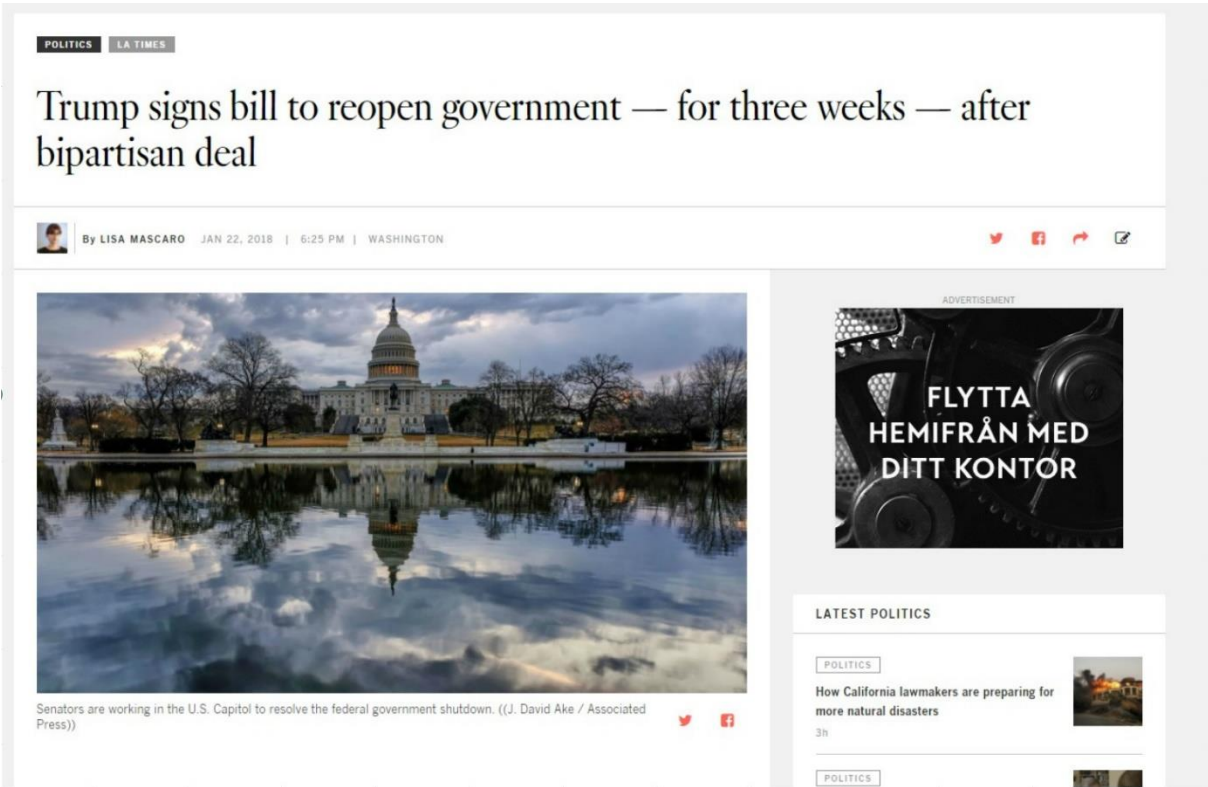
- Clearly state the source
- Retell what you've seen, heard, read
- Leave your own opinions and thought out of the citation
- Don't just rephrase the original source's words and sentences

This method of referencing is called paraphrasing.

An example of paraphrasing:

Mascaro (2018) writes about the US Government shutdown of January 2018. After days of debate, the Senate and House agreed on a compromise, reopening spending for all government offices. Although a deal was reached, many Democratic politicians and some Republicans remain skeptical of future deals and compromises.

Screenshot of full article from LA Times:



The reference above is a short retelling of the article on La Times’ site.

Quotations – using the source’s own words

If you want to use the exact words of a source, you can choose to make a quotation. You do this by inserting quotation marks at the beginning and the end of the phrase you are quoting. Finish it up with a reference (author's last name, year, page).

For example:

"Not quite in a hurry, but losing no time, Sethe and Paul D climbed the white stairs." (Morrison, 2017, p. 24)

Tips: For longer quotes, spanning a couple of sentences - indent the whole quote.

Example from a scientific interview:

Pragmatic aspects.

Several participants linked their avoidance motivation and the choice not to use consent vouchers to the practical aspects of shooting pictures. They believed that it was easier to look for “a way out” of informed consent, because this was considered a time and energy saver. For example, Emiko stated:

I am not the person to hesitate to do something but I am also a bit lazy, and to ask someone for a signature takes a long time. ... I have to explain about my project and about a lot of things, so I don't want to do it.

Another important obstacle mentioned by participants was the language barrier. It was difficult to anticipate whether or not people were able to speak or understand English, since the study was conducted in a Dutch-speaking environment: “I think most people speak English well here. But you cannot take it for granted that everybody will be open to this. I think the language was also a bit of an issue here” (Henrik). Thus, the language aspect also played a role in the avoidance reasoning.

IMPORTANT: Whenever possible, include a page number for the quote.

Reference list/Bibliography

A reference list, or bibliography, should always be included at the end of the essay.

All sources, both from quotations and paraphrases, that are mentioned in the text must be included.

The reference list is written in alphabetical order, based on the authors' last names.

In the reference list, you write the references in a **complete way**, including as much information about the sources necessary for the reader to understand which type of source it is, and how to find it.

The IB's minimum requirements for the sources in the reference list include:

Name of author

Date of publication

Title of source

Page numbers (print sources only)

Date of access (electronic sources only)

URL (online sources only)

IMPORTANT INFO REGARDING ONLINE SOURCES:

Author, year of publication, title, number, edition, title of magazine, pages, publisher etc. Internet references should include the title of the extract used as well as the website address, the date it was accessed and, if possible, the author. With regard to electronic sources, the requirement of the IB for date-stamping supersedes the requirements of the chosen referencing system. In other words, all electronic sources must be date-stamped. (International Baccalaureate, 2017)

It's very important to write the references in a correct way, in accordance with the rules for each specific type of source (as stated in reference style guides).

If a magazine article:

Smith, H.E. (1997), The Harmony of Chaos, in Journal of Science 33(2), p.144-152.

is presented like if it was a book:

Smith, H.E., The Harmony of Chaos. 1997.

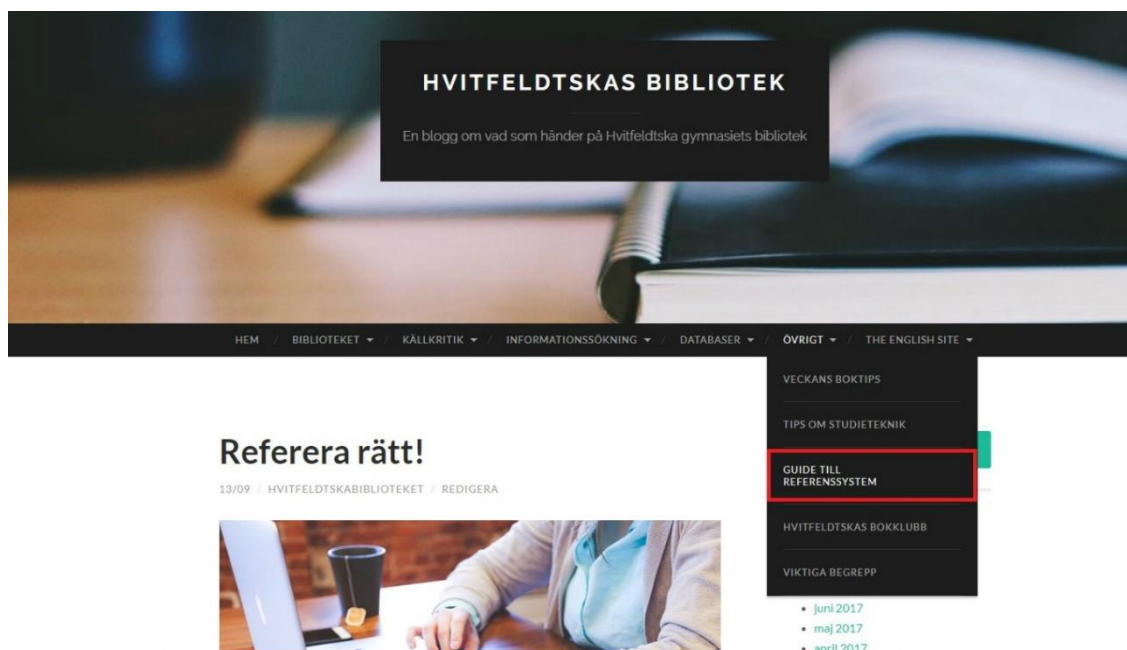
it's an overwhelming risk the source will never be identified.

Finding reference guides

A reference guide is a set of rules on how citations and references should be written. Your IB teacher can tell you which reference style is preferable for your EE subject. APA, Chicago, Harvard and MLA are some of the most common ones.

The important thing with reference styles is to be consistent. Once you know which one to use – stick with it!

You can find a bunch of guide to different reference styles on Hvitfeldtska Library Blog. Just follow these instructions. (If you want to find more guides, try to google, many American and British universities share their guides.)



Go to hvitfeldtskasbibliotek.wordpress.com. In the top menu, go to “Övrigt” and click on “Guide till referenssystem”.

På svenska:

[Referensguiden](#) (Stilmanual för Harvard, APA, Oxford & Chicago, från Högskolan i Halmstad)

[APA-guide](#) (Pdf-fil från Ersta Sköndal Bräcke högskola)

[Harvard-guide](#) (Pdf-fil från Högskolan i Borås)

In English:

[Guide for the APA style](#) (PDF file from Universal College of Learning)

[Guide for the MLA style](#) (PDF file from Durham College Library)

[Guide for the Chicago style](#) (PDF file from The Ohio State University Libraries)

[Guide for the Harvard style](#) (PDF file from Western Sydney University)

Now you'll see a list of some reference guides in Swedish and English.

The following are examples of various types of information sources UCOL students and staff may use for their study and assignments. For further details and examples see the APA manual (2010), especially chapters 6 & 7.

4.1. Act (statute / legislation)

Reference list:

Health and Safety in Employment Act 1992. (2013, December 15). Retrieved from <http://www.legislation.govt.nz>

Note: The date in brackets is the date on the Act indicating the latest update or reprint.

In text citation:

(Health and Safety in Employment Act 1992, 2013).

4.2. Blog post

Reference list:

Stefanie. (2014, October 8). What a tangled web: Website versus webpage [Blog post]. Retrieved from <http://blog.apastyle.org/apastyle/2014/10/what-a-tangled-web-website-versus-webpage.html>

Note: The title of the blog post is *not italicised* – who knows why not? The vagaries of APA! Refer to the APA manual, 2010, p. 215. The APA manual uses the technical term [Web log post] as the descriptor but we have used the common terminology [Blog post].

In text citation:

(Stefanie, 2014).

4.3. Brochure / pamphlet

Tamihana, B. (2007). *Gambling health promotion: Mate petipeti whakapiki hauora* [Brochure]. Palmerston North, New Zealand: Best Care (Whākapai Hauora) Charitable trust.

4.4. Brochure / pamphlet (no author)

Reference list:

Ageing well: How to be the best you can be [Brochure]. (2009a). Wellington, New Zealand: Ministry of Health.

In text citation (for print brochure):

("Ageing well," 2009a).

Each guide can be downloaded as a PDF file.