

R.H.S.S.

Reference Guide

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## **A. Integrity of Work**

Students are required to uphold the integrity of evaluation standards at Rick Hansen Secondary School under the Peel District School Board. Upon completion and submission of any work, students must ensure that the work they submit is their own original work. If the student includes or uses the work of others, then the student must include complete and appropriate citations. The purpose of the following sections is to provide the student with a frame of reference for his / her integrity of original work:

1. *Credibility of Information*
2. *Plagiarism or Cheating*
3. *Academic Honesty*
4. *Terms You Need to Know*
5. *How to Include Other People's Work*
6. *Proper Format*

### **1. Credibility of Information**

There are a variety of ways that a source of information can be evaluated for its credibility. Ultimately, the researcher (student) is responsible for assessing the credibility of the information being accessed. Although there are many ways to evaluate credibility of both print and non-print information, there are a few key areas that one could use in order to determine the credibility of a resource. These include:

#### **Credentials of Author**

Evaluate the source based on the author's credentials. Review the author's education and experience. Is the author qualified to be writing on the subject in terms of his / her education, background experience and affiliation with any professional associations?

#### **Bibliographic References**

Review the entire source to determine if the work appears to have a scholarly foundation. Does it cite other works as the sources of its information?

#### **Publisher or Sponsoring Agency**

Consider that a publisher or sponsoring agency is attaching its reputation and name to the work. What is the reputation of the aforementioned organization?

#### **Validity of Information**

After reviewing the source, is there evidence of both internal and external validity? Is the information consistent throughout the source? Confirm whether other credible sources agree with the assertions. Can you confirm the information using two other credible sources?

### **Relevance**

Ensure that the source and information has been evaluated to determine present day validity. For example, scientific work older than five years should be carefully checked for validity.

## **2. Plagiarism or Cheating**

**Plagiarism** is the action of taking and using as one's own, the work, thoughts, writings or inventions of another. It could be an idea, design, passage or work.

Plagiarism exists if a student copies word for word; plagiarism of ideas also exists if a student paraphrases or summarizes ideas without giving proper credit to the originator.

**Cheating** is unacceptable in any form; for example, glancing at another student's test paper, copying homework or using information from sources without citing the originator.

## **3. Academic Honesty**

The Peel District School Board recognizes that ideas being expressed by our academic community are of great importance. As thoughtful citizens in our academic community within the Ministry of Education in Ontario, we are obliged to give credit where credit is due. Therefore, any use of another's works without giving credit to that individual or organization is considered a serious breach of academic honesty and will be treated as intellectual theft. Consequences for plagiarism or cheating may result in an Incomplete and the student will be referred to his/her Vice Principal. The consequences may include: office detentions, school suspension, or loss of course credit.

## **4. Terms You Need to Know**

### **Common Knowledge**

Common knowledge consists of facts that can be found in numerous places and are likely to be known by a lot of people. *Example:* John A. Macdonald was elected Prime Minister of Canada in 1867. This is generally known information. *You do not need to document this fact.* However, you must document facts that are *not* generally known and ideas that interpret facts. *Example:* According to the American Family Leave Coalition's new book, *Family Issues and Congress*, the idea that "Bush's relationship with Congress has hindered family leave legislation" is not a fact but an interpretation; *consequently, you need to cite your source.*

### **Embedded Citations**

Acknowledging credits to another source within your document (an alternative to endnotes and footnotes) is embedding the citation.

## 5. *How to Include Other People's Work:*

There are essentially three ways to include other people's work within your own document. They are:

### a) **Quoting**

Quoting is using the author's exact words. Always cite it and use "quotation marks."

### b) **Summarizing**

Condensing the author's words or ideas without altering the meaning or providing interpretation—you use your own words for this. That is, you present the original information in a nutshell. Always cite it.

### c) **Paraphrasing**

Restating, in your own words, the author's words or ideas without altering the meaning or providing interpretation. Paraphrases are about the same length as the original. Always cite it.

### List of Resources

A list of the sources of information consulted but not necessarily cited may be required. When the list contains only those sources actually used in a research paper, the list should be called "*Reference List*" or "*Works Cited*". There may be other sources that were consulted but not specifically used. In that case, the student should create a Bibliography. Students should consult the **Source It** document or check with the subject teacher. Therefore, the list at the end of a project may use one of the following titles:

**Works Cited**  
**References**

**Bibliography**

### Internal Validity

Internal validity is a way to measure that the information is consistent within the source. It does not contain any bias or contradictions.

## 6. *Proper Format*

At Rick Hansen Secondary School, we use the Peel District School Board citation guide called **Source It\***. This document provides the student with information on various methods of citations. It includes APA, MLA and Chicago Style. It is the students' responsibility to clarify with subject teachers which format is required for each assignment submitted. **Fit-to-Print** is also a tool which is used by the English Department to assist students with their writing and referencing.

\***Source It** may be purchased from the Library or students may access it online at:

<http://cbo-lib-fe01.peelschools.org/Sourcelt/Sourcelt.pdf>

## **B. Accessing RHSS Online Resources**

### ***Why use online databases and encyclopaedias?***

Online databases and encyclopaedias are collections of materials that all relate to particular subject matters. These materials can include magazine, journal articles, pictures, videos, e-book excerpts and even maps. Students gain the ability to search hundreds of resources right from their home or school computer 24 hours a day.

Unlike searching on the Internet through search engines like Google, all the resources within these databases and encyclopaedias are evaluated for reading level and quality of information. Parents and teachers can feel safe knowing that their children are engaging in ethical research practices and will not encounter any inappropriate material while they are using the Peel online databases.

### **RHSS HOME ACCESS**

#### **Ebsco**

<http://search.ebscohost.com/>

Username: pdsb

Password: proflib

#### **Encyclopaedia Universalis**

<http://www.universalis-edu.com/> Site Code: peelsb

Username: peeldsb

Password: peel8567

#### **Naxos Music Library**

<http://www.naxosmusiclibrary.com>

Username: peel01

Password: peel01

#### **Grolier**

<http://go-ontario.grolier.com/>

Username: peeldsb

Password: peel8567

#### **Estat**

<http://estat.statcan.ca/>

Username: peelsb

Password: estat

#### **InfoTrac**

[http://infotrac.galegroup.com/itweb/ko\\_k12hs\\_d48](http://infotrac.galegroup.com/itweb/ko_k12hs_d48)

Password: trillium

#### **PDSB Digital Library**

<http://www.peel.edu.on.ca/student/learning/digitallibrary.htm>

#### **Source IT**

<http://cbo-lib-fe01.peelschools.org/SourceIt/SourceIt.pdf>