ACADEMIC HONESTY AND INTEGRITY

All students are held accountable for the quality of their own work. This includes a very strong belief that students are responsible for taking credit for work that they have completed as their own original thoughts and ideas. Any student that takes credit for work or gives credit to another for work not of his own creation has committed plagiarism and is subject to disciplinary consequences.

When researching in books, online databases and on the Internet, one is reading another’s work and ideas. It is perfectly fine to use this information, but one must give credit where credit is due. Do not include ideas or images in the product of research – paper, oral presentation, PowerPoint, poster, etc. - that are someone else’s and present them as your own. Presenting them as your own is plagiarism – stealing the words or ideas of another without giving them credit. This is not honest, fair or legal.

The teaching and learning process at Barrington Middle Schools encourage teamwork with the larger educational community in order to pursue knowledge through research. Barrington Middle Schools require all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials and in taking tests. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to violate the cooperative relationship by substituting someone else’s product, in whole or in part, as their own work. This also includes theft, possession, or unauthorized use of any test materials.

Cheating includes but is not necessarily limited to the following:

- **Copying/Sharing Assignments** - Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher.

- **Plagiarism** – Plagiarism is defined as the unauthorized use of another person’s work, ideas or language without due credit. Plagiarism includes word-for-word copying, copying of ideas and/or key words, copying specific words, phrases and/or images (here and there), not citing a source of information or work, or using falsified information.

- **Cheating on Exams or on Major Projects** – Use of, or assisting another in the use of, unauthorized material including, but not limited to, textbooks, notes, calculators, cell phones, computer programs, or other forms of assistance, during an examination or on a major project.

- **Forgery/Stealing** - Unauthorized access to an exam or answers to an exam, use of an alternate, stand-in, or a proxy during an examination, alteration of computer and/or grade book records, forgery of signatures for the purpose of academic advantage or other reasons, or sabotaging or destroying the work of another student.
Consequences for Academic Dishonesty

**Level I** behavior is characterized by cheating or plagiarizing on minor assignments (such as daily homework, worksheets, etc.) **Level I consequences** will be administered by the teacher. Disciplinary options include, but are not limited to, the following:

- Parent/Guardian contact
- Detention
- Meeting with Counselor and/or Administrator

**Level II** behavior is characterized by cheating or plagiarizing on major assignments (such as essays, tests, projects, presentations, etc.) or by repeated Level I behavior. **Level II consequences** will be administered by the teacher with Administration notification. Disciplinary options include, but are not limited to, the following:

- Parent/Guardian contact
- Detention
- Meeting with Counselor and/or Administrator
- Referral to Library Information Specialist

**Level III** behavior is characterized by repeated, flagrant, and/or intentional acts of cheating or plagiarizing (such as cheating on a final exam, dissemination of test information, plagiarizing a major research report, etc.) or by repeated Level II behavior. **Level III consequences** will be administered by the teacher and the Administration. Disciplinary options include, but are not limited to, the following:

- Parent/Guardian contact
- Detention
- Team Meeting
- Referral to Library Information Specialist
- Behavior Contract
- Suspension
How Do You Know If You Are Plagiarizing?

This is a good self-test:

“If you didn’t think of it and write it all on your own, AND you didn’t cite (or write down) the sources where you found the ideas or words, it’s probably plagiarism” (Lathrop and Foss 4.)

Some common examples of plagiarism:
1. You turn in a paper or book report that someone else researched and wrote, as your own.
2. You download text or graphics from the Internet and present it as your own without giving credit.
3. You quote, paraphrase or summarize text without giving credit.

Sometimes you may not mean to plagiarize, but you are plagiarizing if:
1. You don’t understand when words you use need to be quoted and given credit.
2. You don’t know how to cite sources correctly in your paper and Works Cited page.
3. You don’t know how to summarize, paraphrase and write about ideas you read.

The Main Things You Need to Know to Avoid Plagiarism

You don’t have to quote or cite… facts or ideas that most people already know, or that are readily available in encyclopedias, reference books, and textbooks.

example: The Statue of Liberty is in New York.

You do have to quote and cite… facts or ideas that are not commonly known or not readily available in printed and online resources.

example: Juvenile asthma attacks have increased 53% since 2001.

Common Situations and What You Must Do To Avoid Plagiarizing

<table>
<thead>
<tr>
<th>If you….</th>
<th>…then you must…</th>
</tr>
</thead>
</table>
| copy a paragraph directly from a source | - use quotation marks  
- acknowledge the source in the text  
- cite the source in the Works Cited Page |
| copy a paragraph and make small changes | - acknowledge the source in the text  
- cite the source in the Works Cited Page |
| paraphrase a paragraph | - acknowledge the source in the text  
- cite the source in the Works Cited Page |
| create a paragraph by taking phrases from sources and merging them together using words of your own | - use quotation marks  
- acknowledge the sources in the text  
- cite the sources in the Works Cited Page |
| rewrite a paragraph taken from sources but include your own details and examples | - acknowledge the sources in the text  
- cite the sources in the Works Cited Page |
| quote a paragraph directly from a source | - use quotation marks  
- acknowledge the source in the text  
- cite the source in the Works Cited Page |

Bibliography vs. Works Cited

Your teacher will determine if you should write a works cited page or bibliography. Your works cited or bibliography list provides the information necessary for a reader to locate and retrieve any source cited in the paper.

A works cited list shows only the sources you have actually cited in your paper. Each entry in the list must be cited in the text of your paper. Type your list of works cited on a separate page at the end of your paper.

A bibliography is a separate alphabetical list of all the sources you considered in preparing a research project. This list would include resources you read, even if you did not use information from all of them.

The Illinois Department of Public Health requires that students show evidence of having received the appropriate immunizations, at the
CORRECT FORM FOR CITING SOURCES

When writing a research paper, everything that is borrowed from another source must be acknowledged in the bibliography or works cited list. In addition, you must give credit for quotations and specific ideas at the place you include them in your paper. This is called citing your sources. At Barrington Middle Schools, students are instructed to cite sources using our NoodleTools subscription which assists in creating and formatting citations.

Examples of citing sources:

1. If possible, use the author’s name in the text of your research paper. Then you need only put the page number or numbers in parentheses.

   Example  Woods says that your chances of being attacked by a shark are one in 5,000,000 (17).

2. Use quotations marks for all direct quotations.

   Example  Woods notes a shark attack is so rare that “odds against it have been calculated at about one in 5,000,000” (17).

3. Acknowledge quotations or borrowed material by including the author’s last name followed by a page number with parentheses.

   Example  (Lewis 170)

   The above example indicates that the quotation was on page 170 in the article by Lewis, and the information in parentheses must correspond to a specific source in the bibliography.


If you continue to paraphrase or summarize the same author in the same paragraph, you do not have to repeat the author’s name, simply put the page number from the summarized or paraphrased information. If the next paragraph also contains information from the same source, the source must be restated.

4. If the bibliography contains more than one work by the author, give the title after the author’s last name.

   Example  (Woods, Wonders of Sharks 53)

5. If the book has two authors, include the last name of both authors plus the page number.

   Example  (Jones and Jones 81)

6. If an encyclopedia article has no author, place the title of the article in quotation marks within the parentheses. (Do not include page numbers.)

   Example  (“Fish”)

7. If a web page has an author, place the author of the webpage in parenthesis with no page number.

   Example  (Finn)

8. If a web page has no author, place the italicized title of the webpage within the parenthesis.

   Example  (Goblin Sharks)
Works Cited

Cook, Peter. Personal interview. 27 July 2002.


NOTE: Your completed works cited page will look like the example above.

1. Center the words “Works Cited” one-inch from the top of the page.
2. Alphabetize the works cited entries; do not number them.
3. Do not indent the first line of the entry, but begin at the left margin. Indent the second and following lines approximately five spaces.
4. Double-space between entries and within entries.
CORRECT FORMAT FOR TYPING YOUR PAPER

Heading and Title of the Paper
A short research paper does not usually need a title page. Instead, begin one inch from the top of the first page and flush with the left margin. Type your name, your teacher’s name, the title of the course with period it meets, and the date on separate lines. Double-space between the lines. Double-space again and center the title. Double-space also between lines of the title (if it has more than one line), and double-space twice between the title and the first line of the text. Do not underline your title, or put it in quotation marks or type it in all capital letters. Follow the rules for capitalization, and underline only those words you would underline in the text.

Sample First Page

Sally Williams
Mrs. Gordon
8th grade English, Period 3
October 15, 2012
The Life and Writing of Chris Crutcher

Chris Crutcher had many experiences that influenced the novels he would write later. According to Current Biography, he went to a very small high school in Cascade, Idaho where he played three sports – football, basketball and track. Because of this, most of his novels have high school sports as the setting.

A book he had to read, To Kill A Mockingbird by Harper Lee, influenced him to write stories about justice and injustice. At Eastern Washington State College he was on the swim team while he earned his B.A. degree in 1968.

Sample Text Page (not page one)

After teaching at an alternative high school for three years, he worked as a child and family therapist in Spokane, Washington for 13 years beginning in 1982. While Mr. Crutcher was involved with helping young people suffering from emotional issues such as abuse, divorce, struggles with parents, teen pregnancy and racism, he began writing novels that often featured kids in dysfunctional families.

Critics often say that it is the realistic characters, action and teen conversations in Crutcher’s novels make his books so popular with teenagers (McDonnell 8).

Among Chris Crutcher’s novels are Staying Fat for Sarah Byrnes, Running Loose, Stotan!, Chinese Handcuffs and Iron Man: A Novel. His book of short stories is called Athletic Shorts.

If your research paper is longer, or if your teacher asks for it, you may have a title page. That page contains three main parts: the title of the paper, the author and the class information and the date. Use the following form:

1. If the title takes two or more lines, double-space and balance the lines on the page.
2. Write the title in capitals and lowercase letters without underlining it or enclosing it in quotation marks. However, do underline published works that appear as part of your title. Do not use a period after a centered heading.
3. Place your full name below the title, usually in the center of the page.
4. Centered below your name, put the name of the class with period it meets, the teacher’s name, and the date.
5. Put each item on a separate line.

Allow a balanced, two-inch margin on all sides of the title page.

NOTE: In our district, papers must use parenthetical citation. Examples of parenthetical citation are on the research process page on the library media center website.
Sample Title Page

The Life and Writing of Chris Crutcher

Sally Williams

8th grade English, Period 3
Mrs. Gordon
October 15, 2012

Style
1. Print in black on white paper.
2. Use an easily readable font (Courier, Times New Roman or Arial) in 12 point.
3. Do not use abbreviations or contractions. For example, use until rather than till, because rather than cause, cannot rather than can’t and I will rather than I’ll.
4. Write out numbers under one hundred and write out symbols. For example, use ninety rather than 90, 101 rather than one hundred one, percent rather than % and degree rather than °.
5. Use only one space between words and no spaces before punctuation marks.
6. Use one space after a semi-colon or comma. Use one space after end punctuation, such as periods and question marks.
7. Staple all pages in order with the title page on top (unless otherwise directed.)

Margins
1. Use one-inch margins on all edges of the paper. (Most word processing programs default to one-inch margins.)
   Indent the first word of a paragraph five spaces from the left margin.

Spacing
1. Double-space throughout the paper, including the “Works Cited” page.
2. Do not leave extra lines between paragraphs in the paper.

Page Numbers
1. Number the pages in the upper right-hand corner, one-half inch from the top.
2. Beginning with page two, type your last name before the page number as a precaution in case pages are misplaced.
3. Do not punctuate page numbers by adding a period, a hyphen, or any other mark of symbol (such as the abbreviation “p.”).