



**TED ANKARA COLLEGE FOUNDATION
HIGH SCHOOL**

**INTERNATIONAL BACCALAUREATE
PROGRAMME**

**ACADEMIC YEAR 2020-2021
ACADEMIC INTEGRITY POLICY
HANDBOOK**



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INTERNATIONAL BACCALAUREATE'S MISSION



Develop:

- ✓ Inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.
- ✓ To this end the organization works with
- ✓ Schools, governments, international organizations to develop challenging programmes of international education and rigorous assessment.
- ✓ These programmes encourage the students across the world to become
- ✓ Active
- ✓ Compassionate
- ✓ Lifelong learners who understand other people, with differences, can also be right.

This policy aims to deepen understanding of and clarify the expectations of students, staff and parents with regard to academic integrity. It defines academic integrity and also key terms such as plagiarism, collusion, duplication of work, malpractice and cheating. The policy states the expectations of students, staff and parents, outlines best practices for those groups and outlines procedures to follow when students have been found to be dishonest. The supporting brochures and presentations are a way for the policy to be communicated clearly to students and teachers. Secondary students will sign an agreement in which they sign to obey the rules for academic integrity. The aim of this agreement is to have the students understand they have made a commitment to actively learn with academic integrity.

Our students are participants in the International Baccalaureate (IB) programmes at DP levels and we seek to assist them in developing the (IB) learner profile attributes and attitudes. The learner attribute of Principled describes the learners as people who will — “act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.” (International Baccalaureate 5).

To ensure academic integrity; school administration, counseling department, departments, discipline committee, honor committee, librarians work collaboratively to do what is required. Also these units are responsible for informing students about behaviors that violate academic honesty. The objective of this academic honesty is to make sure that students pay attention to rules of citation when they work on their individual stuff.



➤ IB LEARNER PROFILE



The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world. All staff members are expected to model the learner profile at all times.

IB learners strive to be:

- ✓ **Inquirers** we nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout our lives.
- ✓ **Knowledgeable** we develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
- ✓ **Thinkers** we use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
- ✓ **Communicators** we express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
- ✓ **Principled** we act with integrity and honesty, with a strong sense of fairness and justice and with respect for the dignity and rights of people everywhere. We take responsibility for our own actions and their consequences.
- ✓ **Open-minded** we critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and are willing to grow from the experience.
- ✓ **Caring** we show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference to the lives of others and in the world around us
- ✓ **Risk-takers** we approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
- ✓ **Balanced** we understand the importance of balancing different aspects of our lives - intellectual, physical and emotional balance - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
- ✓ **Reflective** we thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.



➤ THE RESPONSIBILITY OF EACH STUDENT



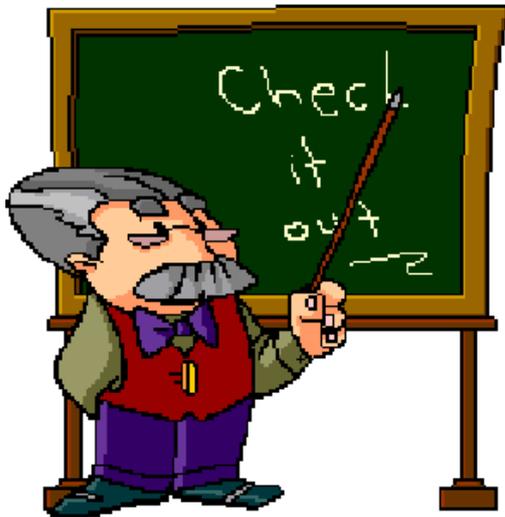
Students have the responsibilities in respect of academic honesty include the following:

- ✓ For ensuring that all Works submitted for assessment is authentically theirs
- ✓ For fully and correctly acknowledging the work and ideas of others
- ✓ Expected to review their own work before submission for assessment to identify any passages, computer programmes, data, photographs and other material which require acknowledgement.
- ✓ They may be required to submit their work using TURNITIN. Failing to do this could result in an accusation of plagiarism, and/or a refusal to accept their work within school and/or to submit their work to the IB.

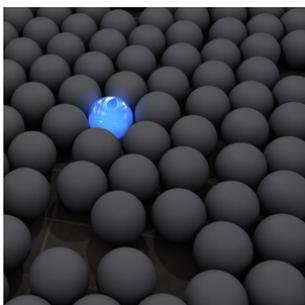
- ✓ They are aware of all internal school deadlines
- ✓ They have to know citation rules and use them (such as referencing, footnote, quotation and etc)
- ✓ They are aware of the sanctions that will be imposed in case of violating academic honesty
- ✓ They don't tolerate behaviors and attitudes which violate academic honesty and don't help others who want to violate them
- ✓ They have to respect the works of others and respect the learning of others
- ✓ Once a student has 'signed off' the official IB DP coversheet, there is no opportunity to re-submit different work, if the first submission is deemed to be plagiarised.
- ✓ It is the student's responsibility, if academic dishonesty is suspected, to prove that all pieces of work are his/her own, and have not been plagiarised.



➤ THE RESPONSIBILITY OF TEACHER



- ✓ Level of work must be adequate with the standards and aims of the IB program.
- ✓ Candidates will be provided with the 'Conduct of Examinations' prior to the Diploma exams, and this will be discussed fully in Advisor classes.
- ✓ Subject teachers are in the best position to identify work which may not be the authentic work of the student
- ✓ To read and check candidates' work for authenticity before submission. This refers to all internal assessments
- ✓ Encouraged to use Turnitin to check major assignments, Extended Essay and the TOK essay. Math and Science Explorations



- ✓ If the coordinator or teacher has reason to suspect that part or the whole of a candidate's work, may not be authentic, that work must not be accepted or submitted for assessment.
- ✓ In such cases, the IB suggest that one of two possible courses of action may be adopted: The candidate can be allowed one opportunity to revise and resubmit the work, which must be completed on time for the coordinator
- ✓ If there is insufficient time, an F must be entered against the candidate's name on the



appropriate mark sheet.

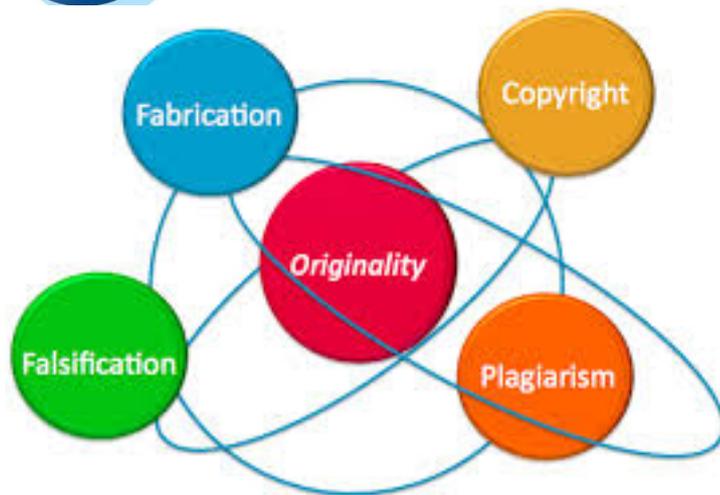


- ✓ An F will be entered for candidate's work, if the candidate is
- ✓ Unable to prove, to the teacher's satisfaction that the work is his/her own,
- ✓ When the teacher refuses to sign off the relevant cover sheet. Candidates must be prepared to prove their authorship,
- ✓ The school may make further decisions, in line with its own disciplinary policy, which may include expulsion, in addition to, or even prior to, the suggested course of action noted above.
- ✓ If plagiarism is detected after a candidate's work has been accepted or submitted for assessment, the International Baccalaureate's Curriculum and Assessment office (IBCA) must be informed.

➤ **ACADEMIC HONESTY**



- ✓ Academic integrity in the International Baccalaureate (IB) is a principle informed by the attributes of the IB learner profile.
- ✓ Academic Integrity is valued highly by CIS, by the IB and by universities and employers.
- ✓ There can be no tolerance of deliberate academic dishonesty.
- ✓ In teaching, learning and assessment, serves to promote personal integrity and engender respect for others
- ✓ Proper conduct in relation to the conduct of examinations
- ✓ The full acknowledgement of the original authorship and ownership of creative material
- ✓ The production of 'authentic' pieces of work
- ✓ The protection of all forms of intellectual property – which include forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.



➤ **ACADEMIC MISCONDUCT**

- ✓ Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.
- ✓ Unfortunately in every Diploma Programme examination session there are students who are investigated for alleged “academic misconduct”.

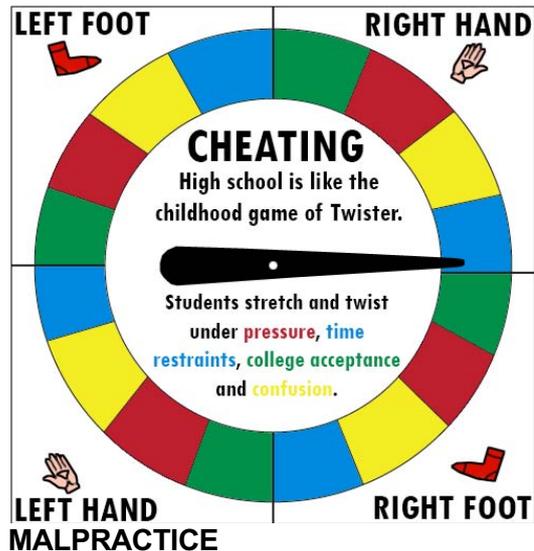




TYPES OF ACADEMIC DISHONESTY



- ✓ PLAGIARISM
- ✓ COLLUSION
- ✓ DUPLICATION OF WORK
- ✓ ALL FORMS OF MALPRACTICE



- ✓ Malpractice is a behaviour that results in, or may result in the candidate or any other candidate gaining an unfair advantage in one or more assessment component.



Malpractice also includes:

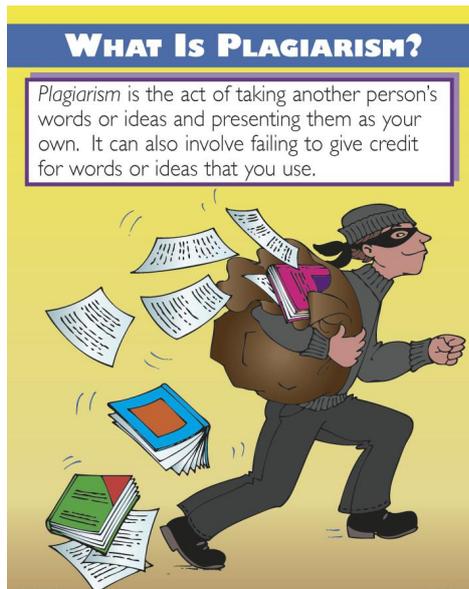
- ✓ Making up data for an assignment
- ✓ Falsifying a CAS record
- ✓ Failing to comply with the instructions of the invigilator or other member of the school's staff responsible for the conduct of an examination
- ✓ Impersonating another candidate
- ✓ Including offensive material in a script
- ✓ Stealing examination papers
- ✓ Disclosing or discussing the content of an examination paper with a person outside the immediate community within 24 hours after the examination
- ✓ Concealing and/or using unauthorised software on a graphic calculator, particularly, but not only, during examinations



Misconduct during an examination includes:

- ✓ Copying the work of another candidate
- ✓ Referring to or attempting to, unauthorised material that is related to the examination

PLAGIARISM



Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. It is the act of taking another's person's words or ideas and presenting them as their own. It can also involve failing to give credit for words or ideas that they use.

Plagiarism can occur as deliberate plagiarism by rewriting from books or articles, copying and pasting from web pages and online sources to create a patchwork writing, buying, downloading or borrowing a paper.

It can occur accidentally by not knowing when and how to citing, not knowing how to paraphrasing, not knowing what "common knowledge" is, and recycling an old paper.

- ✓ The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.
- ✓ Plagiarism is passing off someone else's work, writing, thoughts, visuals, graphics, music and ideas as your own.
- ✓ Plagiarism is occurring in a situation in which there is a legitimate expectation of original authorship in order to obtain some benefit, credit, or gain.
- ✓ Plagiarised work is work which fails to acknowledge the sources which it uses or upon which it is based.



✓ Plagiarism is a clear breach of academic honesty. It is also a criminal offence.

To CITE OR NOT TO CITE?

You **MUST** cite your sources when

- you copy another person's words.
- you use another person's ideas, even if you put them in your own words.
- you use specific information that is not common knowledge.
- you use charts, maps, graphs, or pictures from other sources.

You **DONT** need to cite your sources when

- you use an idea, fact, or opinion that is yours.
- you use information that is common knowledge.
- you use common sayings or phrases.

TO PREVENT PLAGIARISM

- ✓ Copy the exact wording and place the information inside quotation marks.
- ✓ Summarize and put the main ideas into your own words.
- ✓ Use your own words to restate the information.
- ✓ Cite all sources when you do any of the above.
- ✓ Give a bibliography (or works-cited page) including alphabetical list of sources an author used when creating a piece of writing.

KEYS TO PREVENTING PLAGIARISM

Here's what to do when you want to include someone else's information in your writing:

- 1. Quote it.** Copy the exact wording and place the information inside quotation marks.
- 2. Summarize it.** Put the main ideas into your own words.
- 3. Paraphrase it.** Use your own words to restate the information.

When you do ANY of these, you must cite your sources!

CITE YOUR SOURCES

A bibliography (or works-cited page) is an alphabetical list of the sources an author used when creating a piece of writing. Here are some common sources and their bibliography formats:

BOOK
Author's last name, Author's first name.
Title of Book. City where book was published: Publisher, Year book was published.

MAGAZINE ARTICLE
Author's last name, Author's first name.
"Title of Article."
Title of Magazine
Day Month Year of publication: page number(s).

NEWSPAPER ARTICLE
Author's last name, Author's first name.
"Title of Article."
Title of Newspaper
Day Month Year of Publication, edition: section and page number(s).

ARTICLE FROM A WEBSITE
Author's last name, Author's first name. "Title of Article." Title of Newspaper or Magazine, Day Month Year of posting, Day Month Year you visited website
<website address>.



PERSISTENT PLAGIARISM PROBLEM



 Clone Submitting another's work, word-for-word, as one's own	 Hybrid Combines perfectly cited sources with copied passages without citation
 CTRL-C Contains significant portions of text from a single source without alterations	 Mashup Mixes copied material from multiple sources
 Find - Replace Changing key words and phrases but retaining the essential content of the source	 404 Error Includes citations to non-existent or inaccurate information about sources
 Remix Paraphrases from multiple sources, made to fit together	 Aggregator Includes proper citation to sources but the paper contains almost no original work
 Recycle Borrows generously from the writer's previous work without citation	 Re-tweet Includes proper citation, but relies too closely on the text's original wording and/or structure

COLLUSION/COLLABORATION

Collaboration involves working together with other students. There are occasions where collaboration with other candidates is permitted or actively encouraged.

Nevertheless, the final work must be produced independently, despite the fact that it may be based on similar data.

This means that the abstract, introduction, content, conclusion or summary of a piece of work must be written in each candidate's own words and cannot therefore be the same as another candidate's.

- ✓ Working together is collaboration.
- ✓ Copying someone else's work is collusion.
- ✓ Collusion is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by another.



HI-TECH CHEATING METHODS



Examples of misconduct during an IB examination include:

- ✓ taking unauthorized material into an examination (whether the student uses it or not), behaviour that disrupts the examination
- ✓ distracting other students and communicating with another student during the examination.

DUPLICATION OF WORK

- ✓ Duplication of work is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.
- ✓ (An example would involve submitting the same piece of work for a Chemistry Extended Essay and the Chemistry Individual Investigation)

PARAPHRASING

- ✓ Paraphrasing is writing a piece of text out in your own words. You are allowed to do this, but you must acknowledge the source you have used.
Paraphrasing is a valuable skill because:
- ✓ it is better than quoting information from an undistinguished passage. it helps you control the temptation to quote too much.
- ✓ the mental process required for successful paraphrasing helps you to grasp the full meaning of the original.

6 STEPS TO EFFECTIVE PARAPHRASING

- ✓ Reread the original passage until you understand its full meaning.
- ✓ Set the original aside, and write your paraphrase on a note card.
- ✓ Jot down a few words below your paraphrase to remind you later how you envision



using this material. At the top of the note card, write a key word or phrase to indicate the subject of your paraphrase.

- ✓ Check your rendition with the original to make sure that your version accurately expresses all the essential information in a new form.
- ✓ Use quotation marks to identify any unique term or phraseology you have borrowed exactly from the source.
- ✓ Record the source (including the page) on your note card so that you can credit it easily if you decide to incorporate the material into your paper.

SOME EXAMPLES TO COMPARE THE ORIGINAL PASSAGE:

- ✓ Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter.
- ✓ Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes.

Lester, James D. Writing Research Papers. 2nd ed. (1976): 46-47.

A legitimate paraphrase:

- ✓ In research papers students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47)

An acceptable summary:

- ✓ Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 46-47).

A plagiarized version:

- ✓ Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material. So it is important to limit the amount of source material copied while taking notes.

CONSEQUENCES OF MALPRACTICE

- ✓ If the amount of plagiarism is minimal, zero marks will be awarded for the assessment component, but a grade will still be awarded for the subject. This is referred to as 'Academic Infringement'



- ✓ If a candidate is found to have plagiarized all or part of any assignment then no grade will be awarded for the subject. This automatically means that no Diploma can be awarded.
- ✓ Misconduct during an examination will result in no grade being awarded for the specific subject involved.
- ✓ If a candidate falsifies a CAS record, no Diploma will be issued until 12 months after the examination session have passed. The CAS record will need to be correctly completed.
- ✓ If the case of malpractice is very serious, the candidate may not be allowed to re-register for examinations in any future session
- ✓ An IB Diploma may be withdrawn from a candidate at any time if malpractice is subsequently established
- ✓ An appeal may be made to the final award committee in the light of new factual evidence, within three months of the original decision.

➤ **WHAT SUPPORT CAN STUDENTS EXPECT FROM TEACHERS/COORDINATOR?**

- ✓ Impart to students that plagiarism is a serious academic offence for which School shows no tolerance
- ✓ Explain to students precisely what penalties will be imposed should they be found guilty of malpractice.
- ✓ Any student found guilty of malpractice in work submitted for formal assessment as part of the final Diploma could automatically lose his/her IB Diploma.
- ✓ Parents and students are encouraged to read the following documents:
 1. Academic Honesty Policy (The official IB policy)
 2. Academic Honesty Policy: Copenhagen International School
- ✓ Through 'Academic Honesty Policy', the school makes it clear what constitutes academic honesty and an authentic piece of work
- ✓ We strongly recommend that they read the full IB Guide to Academic Honesty which is available on our school's website.
<http://library.tedankara.k12.tr/index.php/iball/ah>
- ✓ All 11th grade students will be introduced to the Academic Honesty Policy, by the DP Coordinator, in Advisor Class, in the first Quarter.
- ✓ Students will be clearly informed how malpractice will be investigated, and what the



consequences are of having been found guilty of malpractice

- ✓ Teachers must also actively use correct citing conventions when providing candidates with reference material.



WHAT SUPPORT CAN STUDENTS EXPECT FROM THE LIBRARIAN?

- ✓ The Librarian is always willing to provide support and assistance in terms of research, and the correct use of citations. The Library website also provides considerable advice regarding the aspects of academic honesty.
- ✓ <http://library.tedankara.k12.tr/index.php/be>
- ✓ Candidates will be advised at all times to act as honestly and as accurately as possible to acknowledge the ideas and work of others.

➤ WHAT IS CITATION?

A "citation" is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again, including:

- ✓ information about the author
- ✓ the title of the work
- ✓ the name and location of the company that published your copy of the source
- ✓ the date your copy was published
- ✓ the page numbers of the material you are borrowing

➤ WHY to CITE?

- ✓ To show respect for the work of others
- ✓ To give the reader the opportunity to follow up candidates' references
- ✓ To help the reader distinguish candidates' work from the work of others
- ✓ To give the reader the opportunity to check the validity of their interpretation
- ✓ To receive proper credit for their research process
- ✓ To demonstrate that candidates are able to use reliable sources and
- ✓ To critically assess them to support their work
- ✓ To establish credibility and authority of their own knowledge and ideas
- ✓ To demonstrate that they are able to draw their own conclusions.

➤ IMPORTANT NOTES

- ✓ All Diploma Programme students understand the basic meaning and significance of



academic honesty



- ✓ All work produced by Diploma Programme students is their own, authentic work
- ✓ All such authentic work has the ideas and words of others fully acknowledged
- ✓ Students understand and obey the rules relating to proper conduct of examinations
- ✓ Students understand the difference between collaboration and collusion, and that it is unacceptable to present work arrived at through a process of collusion.
- ✓ The policy refers to all assignments set and completed in school or at home, ranging from basic pieces of homework to formal assessments required by the IB
- ✓ IB students should be content creators not content imitators.
- ✓ If you engage in any form of malpractice you may not be eligible for a grade in the subject concerned.
- ✓ Do it right, remember to cite!
- ✓ Credit where credit is due!

➤ **HOW CAN I MAKE SURE THAT I AM NOT PLAGIARISING?**

- ✓ The simplest method of avoiding plagiarism is to acknowledge honestly, accurately and clearly, by references in the body of your work, and/or in a bibliography at the end, each and every piece of material you used in the production of your work.
- ✓ All ideas and work of other persons, regardless of their source, must be acknowledged
- ✓ CD Rom, email messages, web sites on the Internet and any other electronic media must be treated in the same way as books and journals
- ✓ The sources of all photographs, maps, illustrations, computer programmes, data, graphs, audio-visual and similar material must be acknowledged

➤ **IS THIS PLAGIARISM?**

Many people do not like green eggs and ham.

- ✓ Is this plagiarism?
- ✓ YES!
- ✓ The phrase, “do not like green eggs and ham” was taken directly from someone else’s work, word for word, and was not cited appropriately.

Many people “do not like green eggs and ham.”

- ✓ Is this plagiarism?
- ✓ YES!
- ✓ The phrase “do not like green eggs and ham” is in quotes, showing that it is in fact



someone else's work, but there is no reference listed as a citation.

Many people do not like green eggs and ham (Geisel, 1960).

- ✓ Is this plagiarism?
- ✓ YES!
- ✓ While a citation is present, the phrase “do not like green eggs and ham” is still taken word for word from Geisel's work. The lack of quotes implies that these are your words, which they are not.

Many people “do not like green eggs and ham” (Geisel, 1960, p. 12).

- ✓ Is this plagiarism?
- ✓ NO!
- ✓ The phrase “do not like green eggs and ham” is in quotes, showing that it is someone else's work, and the correct citation is in place. However, most instructors would prefer you to paraphrase a quote this short and convey the meaning of the source.

Many people dislike green ham and eggs (Geisel, 1960).

- ✓ Is this plagiarism?
- ✓ YES!
- ✓ This is not adequate paraphrasing. The sentence structure is still too similar to the original quotation, and you can't put this one in quotes because it's not the exact words of Geisel.

Many people have a strong distaste for forest-colored fowl embryos and cured domesticated pig products (Geisel, 1960).

- ✓ Is this plagiarism?
- ✓ YES!
- ✓ This is still not adequate paraphrasing. The sentence structure is still too similar to the original quotation, and you still can't put this one in quotes because it's not the exact words of Geisel.

➤ **IS THIS PLAGIARISM?**

- ✓ have a strong distaste = do not like
- ✓ forest-colored = green
- ✓ fowl embryos = eggs
- ✓ and = and
- ✓ cured domesticated pig products = ham
- ✓ This is Turnitin's #3 “Find – Replace”

Lack of familiarity with particular preparation styles of foods is likely to



lead to premature rejection based on ignorance rather than an objective appraisal of the inherent taste qualities of that food (Geisel, 1960).

- ✓ Is this plagiarism?
- ✓ NO!
- ✓ This is an adequate paraphrasing that represents Geisel's intended message, but it's not very readable. In fact, this pretty much represents everything people hate about academic writing.

When something is unfamiliar or foreign to us, we tend not to judge it fairly (Geisel, 1960).

- ✓ Is this plagiarism?
- ✓ NO!
- ✓ Finally, we have an adequate paraphrasing that accurately represents Geisel's message and that is clear and easily understood.

➤ **OUR SCHOOL'S ACADEMIC POLICY**

- ✓ Encourage OUR STUDENTS to plan each assignment.
- ✓ Provide support with the scheduling of their work, as our students may have many assignments to complete.
- ✓ Let them do his or her own work, but show them how to research and plan their work.
- ✓ Establish a good level of communication with the school so that we can understand the requirements of the Diploma Programme and what is expected of students.
- ✓ If still students are having difficulty with their work, we encourage them to ask a teacher for advice.

➤ **TURNITIN**

- ✓ Reduce PLAGIARISM
- ✓ Check students work for improper citation or potential plagiarism by comparing it against the World's largest academic database.
- ✓ View the submission in its original Format
- ✓ Understand What is original and what is not with % values.
- ✓ View student's sources

➤ **HOW TO USE TURNITIN**

- ✓ To register and create user profile go to https://www.turnitin.com/login_page.asp



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