

青岛超银中学（金沙路校区）学术诚信政策

Qingdao Chaoyin Middle School (Jinsha Road Campus)

Academic Honest Policy

本文件是为了给我校的学术诚信提供政策、实践和程序上的指导。培养学生成为尊重知识产权、勇于原创、善于协作、敢于承担的知识共同体成员。

The purpose of this document is to provide insight into the policies, practices and procedures with regards to academic honest at Qingdao Chaoyin Middle School (Jinsha Road Campus). We cultivate students to become members of the intellectual community who respect intellectual property, dare to create, collaborate effectively, and take responsibility.

一、使命宣言 Mission Statement

培养能适应未来社会发展的人。

青岛超银中学（金沙路校区）致力于帮助每个学生成为更好的自己。每个学生都有不同的成长背景和学习风格，也有不同的需求，作为一个多元化学习者社区，学校的核心价值观是为希望聚合力量，支持我们的学生成为能适应未来社会发展的终身学习者，并为这个不断变化的世界做出贡献。

Cultivate people who can adapt to future social development.

Qingdao Chaoyin Middle School (Jinsha Road Campus) is committed to helping every student become a better version of themselves. All students have different backgrounds, learning styles, and needs. As a diverse community of learners, we respect these diverse needs and adhere to support our students to be lifelong learners who can adapt to the future and contribute to a changing world.

二、理念 Philosophy

青岛超银中学（金沙路校区）始终坚信学术诚信是教育的核心要素。我们培养学生尊重知识产权，以及尊重教师和同伴的创造性成果的意识。我们的目标是培养他们成为坚持原则的学习者，这不仅是一项宝贵的技能，也是构建积极、尊重的学习氛围的关键。本校一切学术活动以 IB 学习者培养目标，尤其是“坚持原则”为最高准则。

Qingdao Chaoyin Middle School (Jinsha Road Campus) has always believed that academic integrity is an important part of education. We teach our students to respect intellectual property rights and the creativity of others, including their teachers and classmates. Make the students become principled learners. This is an important skill in creating a positive and mutually respectful learning environment for students. All academic activities in the school are governed by the IB learner profile, with “principled” as the foremost principle.

对学生进行学术诚信教育是防止违规的第一步。学校管理人员、协调员以及老师必须针对学术诚信给予学生清晰明确的建议，针对各种不当行为进行说明，并明确学术诚信的规范惩戒。

Teaching students about academic integrity is the first step to prevent violations. School administrators, coordinators and teachers must give students clear suggestions on academic integrity, explain various improper behaviors, and clarify normative punishments for academic integrity.

青岛超银中学（金沙路校区）学术诚信政策适用于全体师生。全体师生均应该学习并践行政策中的所有规范条例。我们相信，只有提前将关于学术诚信的规范条例告知全体师生，才能达到全体师生自愿维护、尊重学术诚信的要求。

The academic integrity policy of Qingdao Chaoyin Middle School (Jinsha Road Campus) applies to all teachers and students. All teachers and students should learn and practice all the regulations in the policy. We believe that only by informing all teachers and students of the regulations on academic integrity in advance can meet the requirements of all teachers and students voluntarily maintain and respect academic integrity.

建立情境化示例库

- 1.抄袭：直接复制AI生成文本且未标注。
- 2.不当共谋：分组实验报告出现大段雷同讨论，未说明分工。
- 3.合法协作：MYP社区项目允许共享调研数据，但个人反思须独立撰写。
- 4.每项示例配套“红线—黄线—绿线”图示，一键张贴在钉钉群。

Build a Scenario-Based Example Bank

- 1.Plagiarism: Copying AI-generated text verbatim without attribution.
- 2.Collusion: Group lab reports containing identical paragraphs with no stated division of labour.

3. Legitimate collaboration: In the MYP community project, survey data may be shared, but personal reflections must be written independently.

4. Each example is paired with a Red–Amber–Green graphic and posted to the DingTalk group with one click.

引用与署名快速指南：

统一采用速查表：book、website、image、AI source。

作业模板：统一在作业模版里嵌入“引用框”，学生必须填写才允许提交。

Quick Guide to Citation & Attribution

Use one unified APA 7 cheat-sheet (book, website, image, AI source).

Embed a “Citation Box” in every assignment template; submission is locked until it is filled in.

监控与资源：

制作《学术诚信30问》小册（学生版+家长版），新生入学第一周发放。

Monitoring & Resources：

Produce a "30 Questions on Academic Integrity" booklet (student + parent editions) and distribute it to all new students in Week 1.

培训日历：

每年8月：教师“2小时学术诚信工作坊”（含判分演练）。

每年9月：学生“开学第一课”，现场演示查重与引用。

每年1月：家长工作坊，案例讲解如何指导孩子避免共谋。

Training Calendar：

August: 2-hour Academic Integrity Workshop for teachers (includes grading simulations).

September: Student “First Class” live demo on plagiarism checks and citation.

January: Parent workshop with case studies on how to help children avoid collusion.

评价与改进：

1. 把“遵守学术诚信”设为ATL技能评估项，占单元成绩5%。

2. 学科组每学期末自查一次，数据汇总到IB协调员，缺项两周内补齐。

3. 下轮IB评估前完成政策版本号更新，并在学校官网同步发布，供IB随时调阅。

Evaluation & Improvement

Include “Adherence to Academic Integrity” as an ATL skill worth 5 % of the unit grade.

Each subject group conducts a self-check every semester; data are sent to the IB coordinator, and any gaps must be closed within two weeks.

Update the policy version number before the next IB evaluation and publish it on the school website for IB access at any time.

三、学术不诚信的定义 Defining Academic Dishonesty

1.学术不诚信总体来说包括但不限于以下几种形式：

Academic dishonesty generally includes, but is not limited to, the following forms:

剽窃——将他人创作的文章、文字、想法、图片、信息或其他作品作为自己的作品上交。

Plagiarism - taking work, words, ideas, pictures, information or anything that has been produced by someone else and submitting it for assessment as one's own.

抄袭——在对方知情或者不知情的情况下，抄袭其他学生的作品；或直接使用AI完成作品。

Copying - copying another student's work with or without their knowledge, or using AI to complete work directly.

考试作弊——考试期间与其他同学交流、携带未经批准资料入考场等行为。

Exam cheating - communicating with another candidate in an exam, bringing unauthorized material into an exam room, or consulting such material during an exam in order to gain an unfair advantage.

重复——在没有获得老师同意的情况下，向不同科目的老师或平台提交内容大体一致的作品。

Duplication - submitting work that is substantially the same for assessment in different courses without the consent of all teachers involved.

篡改数据——通过不正当方式制作或求改获取的数据。

Falsifying data - creating or altering data, which have not been collected in an appropriate way.

纵容——帮助其他学生在学术方面有不诚信的行为。

Collusion - helping another student to be academically dishonest.

隐瞒宣传——未经他人允许，将他人作品或肖像进行公开宣传。

Promotional Concealment - Publicizing another person's work or image without their permission.

2.什么是学术 misconduct / 知识产权 / 真实作者身份“示范清单

Exemplar Checklist: What Constitutes Academic Misconduct / Intellectual Property / Authentic Authorship

(1) 学术 misconduct 边界示例

红线（肯定违规）：用翻译软件把英文论文整体译成中文后上交；从百度百科复制大段文字后只改两个连接词。

黄线（高风险）：引用时只写“据网络资料”而无 URL 与访问日期；把同学 Excel 原始数据拿来直接用，未在附录致谢。

绿线（安全做法）：引用时给出作者-年份-页码；使用 CC-BY 图片时附许可证截图；用 AI 生成思维导图并在脚注注明“Prompt + 生成时间 + 模型版本”。

(1) Boundary Examples of Academic Misconduct

-Red line (definite violation): submitting an entire English paper run through translation software as a Chinese text; copying long passages from Baidu Baike and changing only two conjunctions.

Amber line (high risk): citing “according to internet sources” without URL or access date; importing a classmate’s raw Excel data directly without acknowledgement in an appendix.

Green line (safe practice): giving author-year-page citations; attaching a licence screenshot when using CC-BY images; adding a footnote “Prompt + generation time + model version” for an AI-created mind map.

(2) 知识产权一分钟判断法

任何“非我原创”内容，若满足“有作者 + 有出版日期 + 可检索”，就必须注明。

(2) One-Minute IP Check

For anything "not originally mine," if it has "an author + a publication date + is retrievable," it must be cited.

(3) 真实作者身份“三凭证”

草稿-修改痕迹-终稿三版本时间轴；相似度报告 $\leq 15\%$ ；口头 3 分钟答辩能说明每一段来源。

(3) Three proofs of authentic authorship

A dated timeline showing draft → tracked changes → final version

A similarity report of $\leq 15\%$

A 3-minute oral defense in which the student can explain the source of every section

四、防范学术不诚信 Prevention of Academic Dishonesty

为确保所有提交的作品均符合学术诚信规定，青岛超银中学（金沙路校区）采取包括但不限于下列防范手段：

To ensure that all submitted work complies with academic integrity standards, Qingdao Chaoyin Middle School (Jinsha Road Campus) employs the following preventive measures, including but not limited to:

在日常课堂及图书馆教学中，面向所有中学项目的学生明确教授说明引用标注以及改写的要求，并学习如何在伦理范围内正确使用AI。

In daily classroom and library instruction, all MYP students are explicitly taught about citation, paraphrasing, and how to use AI ethically.

所有包含研究部分的提交作品必须附签字声明（附件1），证明该作品为个人原创。

All hand-in tasks with a research component must include a signed declaration (Appendix 1) of their work being wholly their own.

建议学生保留个人创作过程中所有的笔记和草稿，在老师和检查人员调查时用以自我辩护。

It is recommended that students keep all rough notes and drafts that they produce in preparing work for submission to teachers or examiners in order to be able to defend themselves against charges of malpractice.

将随机对学生作品进行网络查重。如必要，学生应向老师或相关课程协调员提交个人作品的电子版本以配合鉴定。

Pieces of work will occasionally be submitted to Internet searches for verification and evaluation of sources. Whenever possible, students should be able to submit electronic copies of any work to either the teacher or the relevant curriculum coordinator for such verification at any time.

“合法协作 vs. 不当共谋”判断表

Legitimate Collaboration vs. Unacceptable Collusion – Quick Reference Table

场景Scenario	合法协作（绿） Legitimate Collaboration (Green)	不当共谋（红） Unacceptable Collusion (Red)
小组调研 Group research	共享公开问卷数据，个人独立写分析 Sharing publicly available survey data, with each student writing the analysis independently.	直接复制同组同学的数据分析段落 Copying a group-mate's data-analysis paragraphs verbatim.
头脑风暴 Brainstorming	线下讨论后，各自回家独立完成报告 After an in-person discussion, each student goes home and completes the report independently.	线上实时共写同一份金山在线文档正文 Co-writing the main text of the same Kingsoft online document simultaneously in real time.
互评草稿	只给口头建议，不替对方改句子	用修订模式帮对方把全文语言润色

Peer-review of drafts	Provide only spoken suggestions; do not rewrite any sentences for the other student.	完Using track-changes mode to polish the entire text for someone else.
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五、发现学术不诚信的方法

Detecting Suspected Cases of Academic Dishonesty

任课老师可使用包括但不限于以下方法识别学术不诚信的可疑案例：

Subject teachers may use the following methods, including but not limited to, to identify suspicious cases of academic dishonesty:

抽查作品，进行网络查重。

Pieces of work will occasionally be submitted to Internet searches for verification and evaluation of sources.

掌握学生的写作风格。

Knowing student writing styles.

提问学生所提交作品的意义。

Asking students about the meaning of aspects of submitted tasks.

观察学生做研究的行为。

Observations of research behaviors.

与其他同班同学谈话。

Conversations with other students in the class.

六、处理学术不诚信的步骤 Procedures in Cases of Academic Dishonesty

如果教师怀疑学生违反了学校的学术诚信标准，他们应当通知MYP协调员及校长。随后，双方将进行彻底的调查，并将教师的发现告知学生，给予学生回应指控的机会。如果确定没有明显不当的行为，该事件将不会被记录。相反，如果确定提交了不适当的作品，将向家长或监护人发送书面通知，学生将根据指导方针受到惩戒。被认定为参与学术不诚信行为的学生，如前述部分所述，必须完成学术诚信反思报告（附件2），并面临以下惩戒：

Should a faculty member suspect that a student has violated the school's academic honest policy, they are to notify the MYP Coordinator and the Principal. Subsequently, both parties will conduct a thorough investigation and communicate the teacher's concerns to the student, affording them an opportunity to address the allegations. If it is determined that no work is evidently unsuitable, the incident will not be documented. Conversely, if it is established that unsuitable work has been

submitted, written notification will be sent to the parents or guardians, and the student will be subject to disciplinary actions as outlined in the guidelines. Students identified as having engaged in academic dishonesty, as detailed in the aforementioned section, must complete the Academic Honesty Reflection Report (Appendix 2) and will face penalties as follows:

如发现学生作业一半以上内容为抄袭剽窃，但没有触犯其他下列规定，该学生所有成绩为零。

If it is found that more than half of a student's assignment consists of plagiarism without violating any of the other regulations listed below, the student's entire grade will be zero.

如在学生作业内容中发现涉及学术不诚信的证据（包括某段落引用没有注明出处来源，无论引用段落的长短），重新提交的作业将按正规批改标准进行批改，然后取该作业分数与第一份作业的平均值作为此次作业的最终分数。电子计分册备注栏中须备注“不当行为”。

Should any instance of academic dishonesty be detected in relation to an assessment task (including any unreferenced or undocumented passages, regardless of their length), the re-submitted work will be evaluated based on the criteria outlined for the assignment and then averaged with a score from the initial submission. A record of the infraction will be documented in the "notes" section of the grade book.

在保证公允的情况下，对仍然在学习正确引用的过程中的低年级学生，可根据个案情况酌情进行处理。教师有责任引导和指引学生正确掌握标注引用和参考文献的技巧。

While ensuring fairness, junior students who are still in the process of learning proper citation may be dealt with on a case-by-case basis at the discretion of the school. Teachers have a responsibility to guide and equip students with skills in referencing and bibliography creation.

七、学术诚信政策的审核与修订

Review and refine the Academic Honest Policy

青岛超银中学（金沙路校区）的学术诚信政策指导委员会由校长、协调员、管理团队、教师、图书管理员以及家长代表组成。该委员会主要的职责是协作制定学校的学术诚信政策，将学术诚信政策传达给学习社区的所有利益相关者并监督学术诚信政策的实施。

青岛超银中学（金沙路校区）学术诚信政策指导委员会每年会对学术诚信政策进行审核修订，此稿的修订时间为2024年10月。

再次修订时间2026年6月。

The Academic Honest Policy Steering Committee of Qingdao Chaoyin Middle School (Jinsha Road Campus) is composed of principal, MYP coordinator, pedagogical leadership team, teachers, librarians and parent representatives. The committee's primary responsibility is to collaborate on developing school academic honest policy, communicate them to all stakeholders in the learning community and oversee the implementation of academic honest policy.

The Academic Honest Policy Steering Committee of Qingdao Chaoyin Middle School(Jinsha Road Campus) has reviewed and revised the academic honest policy once a year, the revision date of this draft is October 2024.

Next revision scheduled: June 2026.

参考文献

《中学项目：从原则到实践》(2014年9月中文版)

General Regulations: Middle Years Programme (2022 English)

Academic integrity (October 2019)

Academic integrity policy (March 2023 English)

Middle Years Programme Assessment procedures(2024 English)

Effective citing and referencing (April 2022 English)

Jude Carroll. Academic honesty in the IB. [C] IB Position Paper, October 2012

《青岛超银中学（金沙路校区）评估政策》(2024年11月)

《青岛超银中学（金沙路校区）语言政策》(2024年10月)

《青岛超银中学（金沙路校区）全纳政策》(2024年10月)

附件1：真实性声明 Appendix 1: Authenticity Declaration

真实性声明 Authenticity Declaration

● **针对所提交作品：This work submitted:**

- ✓ 纯属个人创作，我没有在作品创作过程中使用他人的成果。

Is entirely my own creation; I have not used the results of others in the process of creating this piece.

- ✓ 我没有直接使用AI生成作品。

I have not directly used AI to generate my work.

- ✓ 是本学期完成的作品。

Was fully undertaken during this school year.

- ✓ 可复制用于教师参考和范例。

May be copied and used for teacher reference and exemplar use.

● **为证实作品真实性，学生可被要求提交下列文件：**

Students may be required to submit the following to verify authenticity:

- ✓ 研究性课题的计划、资源材料以及创作草稿随最终作品一起上交。

Plans, resource material and draft work for research-based assessments are to be submitted with the final product.

- ✓ 确认所有使用过的资源材料，例如参考文献、使用原著的影印件数、访问过的网络链接等。

Acknowledge all resources used, e.g. bibliographies, copies of original documents used, URLs visited etc.

- ✓ 必要时，口头表述作品完成的过程，以证明对作品的理解度。

Where appropriate, oral questioning to explain the process of developing answers and prove knowledge of the work presented.

● **请注意：Please note:**

- ✓ 学术不诚信行为将汇报至校长、MYP协调员、家长或监护人。

Authenticity breaches will be reported to the Principal, MYP Coordinator and the parents/caregivers of the student(s) concerned.

- ✓ 如果所提交作品非本人创作，我将接受零分成绩，并按测试未完成处理。

If the work submitted is not my own, I will receive a grade of 0, ‘Not Achieved’ for that assessment.

- ✓ 抄袭他人作品或将自己的作品交于他人任人抄袭，都将按学术不端处理。

Plagiarizing the work of others or allowing others to plagiarize your own work will both be treated as academic misconduct.

- ✓ 如作品真实性有疑点，我可能被要求重新创作。

I may be required to repeat performance where there is doubt about the authenticity of work.

学生姓名及签字 Student's name and signature:

家长或监护人姓名及签字 Parent/guardian's name and signature:

日期 Date:

附件 2：学术诚信反思报告 Appendix 2: Academic Honesty Reflection Report

鉴于你的学术诚信问题，你需要详细反思并提交一份书面报告。

You have been asked to write a report or reflection on your academic honesty by your teacher.

姓名 Name : _____

科目 Subject: _____

作业/任务 Assignment/Task:

请对你违反学校学术诚信规定的行为及动机作出描述（可参阅学校相关规定并引用相关规定条例）：

Explain what it is that you have done that breaks the school rules on academic honesty and why you did this (it might be a good idea to both read through the rules and include quotations from them as relevant):

你的学术不诚信是怎样被发现的？How was your dishonesty uncovered?

再提交作品时，你将采取怎样的措施以保证遵循学术诚信的规定？

As you resubmit the work, what steps and strategies will you now use, in order to follow the policy on academic honesty?

学生姓名及签字 Student's name and signature:

家长或监护人姓名及签字 Parent/guardian's name and signature:

任课老师姓名及签字 Class Teacher's name and signature:

协调员姓名及签字 MYP Coordinator's name and signature:

日期 Date:

附件3学术诚信政策告知书

Appendix 3 Acknowledgement of Academic Honesty Policy

学术诚信政策告知书

ACKNOWLEDGEMENT OF ACADEMIC HONESTY POLICIES

我已经仔细阅读并理解了青岛超银中学（金沙路校区）的学术诚信政策，老师还给了我提问的机会，确保我对政策内容以及它对我可能产生的影响有了充分的理解。

我的签字代表我将尽我最大努力，遵循教师的指导，按时、按标准提交个人创作作品。我明白在我作为青岛超银中学（金沙路校区）学生期间，如果我迟交作品或存在学术不端问题，我将接受相应惩戒。

I have read and understood the Academic Honesty Policy for students of Qingdao Chaoyin Middle School (Jinsha Road Campus), My teachers have given me opportunities to ask questions in order that I completely understand the policy and how it may affect me.

My signature below means that I will do my best to submit work that is my own, which is of an appropriate standard and by the due date, following the guidance given by my teachers. I am aware of the consequences involved if I am late in submitting work or academically dishonest while I am a student at Qingdao Chaoyin Middle School (Jinsha Road Campus).

学生姓名及签字 Student's name and signature:

日期 Date:

我已和我的孩子讨论过该政策，我也理解青岛超银中学（金沙路校区）对迟交作业、学术不端的相关惩戒条例。

I have discussed this policy with my child and I also understand the consequences of Academic Dishonesty and late submittal at Qingdao Chaoyin Middle School (Jinsha Road Campus).

家长或监护人姓名及签字 Parent/guardian's name and signature:

日期 Date:

附件4 学术诚信资源包（每年6月更新）

1.采用软件检测相似度+AI 检测

（1）相似度检测

工具：Quetext (<https://www.quetext.com>)，可以输出 PDF 报告（含相似百分比、高亮重复句、引用建议）。

操作：教师把抽到/怀疑的作业复制进去 → 下载 PDF → 存档。

（2）AI生成文本筛查

工具：GPTZero (<https://gptzero.me>)，给出"AI probability"百分比，可导出截图/PDF。

2.学生指南：

《3 分钟引用小视频》整体学习，查看并掌握操作步骤；

《AI 使用披露三步法》海报，贴于每个教室布告栏。

3.教师培训：

每年8月举行校内工作坊，整体学习学术诚信

学科组教研记录模板里新增“诚信风险点”一栏，检查人：IB 协调员。

4.家长资源：

每学期召开家长工作坊，学校制作PPT《如何发现孩子“伪原创”作业》，共同学习学校《学术诚信》政策。

Appendix 4 Academic-Integrity Resource Pack (updated every June)

1. Free originality & AI screening

a) Similarity check :

Tool: Quetext (<https://www.quetext.com>) – generates PDF reports with similarity percentage, highlighted matches and citation hints.

Workflow: teacher pastes the sampled/suspected text → downloads PDF → files in student folder.

b) AI-text detection

Tool: GPTZero (<https://gptzero.me>) – returns “AI probability” % and allows screenshot/PDF export.

2. Student guides

3-minute citation video tutorial (watch and master the steps).

“AI-Use Disclosure in 3 Steps” poster displayed in every classroom.

3. Teacher training

In-house workshop every August on academic integrity.

Subject-team meeting template now includes an “Integrity risk points” column; checked by the IB Coordinator.

4. Parent resources

Parent workshop each semester; school PowerPoint “How to spot your child’s ‘pseudo-original’ work” walks families through the Academic Honesty Policy.

附件5：MLA格式的页脚和引用文献标准Appendix 5 – MLA Footer & Works-Cited Standards (Modern Language Association)

以下是由现代语言协会推荐的标准的参考文献的格式以及例子。更多MLA格式请参阅http://www.mla.org/style_faq。

The following shows the standard reference format and examples recommended by the Modern Language Association. For further MLA style details, please consult http://www.mla.org/style_faq.

基本格式：

你的引用文献应该在正文的最后，从新的一页开始，置中，标题为“引用文献”。在列表中按照作者姓的首字母依顺序排列(忽略空格和其他标点)。如果作者的姓名是未知的，则按照头衔的首字母顺序排列，忽略冠词a, an, 或the。

Basic format:

Start the list of works cited on a new page at the end of the paper; center the heading "Works Cited." Arrange entries alphabetically by the author's last name, ignoring spaces and punctuation. If no author is given, alphabetize by the first word of the title, disregarding the articles a, an, or the.

日期，在文本中要全拼出月份的名称，但在引用文献部分，要用缩写，除了May(五月)，June(六月)，和July(七月)。可以用日一月一年(比如:22July 1999)或月一日；

一年(例如:July22, 1999两种形式，但要保持统一。在月一日一年的形式中，在年的后面一定要有个句号，除非本来就有别的标点符号在那里。

Dates in the text should spell out the full month name, but in the Works-Cited list use abbreviations except for May, June, and July.

You may use either day-month-year (e.g., 22 July 1999) or month-day-year (e.g., July 22, 1999); keep the same order throughout. In the month-day-year form,

place a period after the year unless another punctuation mark already occupies that position.

斜体：当你用电脑时，出版物的名称需要用斜体表示。你的导师可能会有使用斜体，或是下划线的喜好，但要始终检查，我们是要使用斜体表示。

悬挂缩进：所有的MLA格式都要使用缩进，即每一段的第一行应该向左对齐，然后第二行和后续行都应该随进1/2英寸。

Italics: When using a computer, italicize the titles of complete publications. Always confirm with your instructor, but in MLA style italics (not underlining) are standard.

Hanging indent: Every MLA works-cited entry uses a hanging indent—i.e., the first line begins flush left, and all subsequent lines of the same entry are indented ½ inch (1.25 cm).

大写，缩写和标点：在MLA格式中大标题要大写——第一个词，最后一个词和所有的重要单词都要大写，包括那些跟在连字符后面的复合部分。在个别词语中要确认使用小写缩写，([比如:vol. for volume“卷，本”的缩写)，ed. For editor(编辑的缩写))，除非这些词语后面紧跟着句号。如有可能，对出版商的姓名使用正确的缩写形式([比如:用Random代替Random House)。

作者，头衔，和出版商的信息要用逗号并紧跟一个空格隔开。使用冒号加一个空格将主标题和副标题隔开。如果是标题部分再使用其他标点符号。比如用引号表示小标题属于大标题之下。(比如:“童年的回忆”。美国短篇小说)。也可以用引号表示没有发表的作品或歌曲。

Capitalization, abbreviations, and punctuation: in MLA style, capitalize every major word in a title—i.e., the first word, the last word, and all principal words in between, including the second part of a hyphenated compound (e.g., “Post-Colonial”). Use lowercase for standard abbreviations within an entry (e.g., vol. for “volume,” ed. for “editor”) unless they are followed by a period. When possible, give publishers’ names in the correct abbreviated form (e.g., Random for Random House).

Separate author, title, and publisher information with a comma and a single space. Use a colon plus a single space between a title and its subtitle. Place any additional punctuation that belongs to the title itself inside the title element—e.g., enclose a short story title in quotation marks within the larger italicized title of the collection (“Memories of Childhood” in American Short Stories). Quotation marks

may also indicate an unpublished work, a song, or any smaller piece that appears within a larger container.

格式示例Format Examples

书, 格式:作者姓, 名。书名。附加信息。出版城市:出版社, 出版日期。

Book, Format:Last name, First name. *Title: Subtitle if any.* Additional information (edition, translator, etc.). City of publication: Publisher, Year.

举例:Example:

Allen, Thomas B. *Vanishing Wildlife of North America*. Washington, D.C.: National Geographic Society, 1974.

Boorstin, Daniel J. *The Creators: A History of the Heroes of the Imagination*. New York: Random. 1992.

Hall, Donald, ed. *The Oxford Book of American Literacy Anecdotes*. New York: Oxford UP, 1981.

Searles, Baird, and Martin Last. *A Reader's Guide to Science Fiction*. New York: Facts on File, Inc., 1979.

Toomer, Jean. *Cane*. Ed. Darwin T. Turner. New York: Norton, 1988.

百科全书和字典Encyclopedia or Dictionary

格式:作者姓, 名。“文章标题”。百科的名称。日期。

Format: Last name, First name. "Title of entry." Title of Encyclopedia, Date.

注意:如果字典或百科按照文章的字母顺序排列, 你也许会忽略了期刊号和页码。

Note: If the dictionary or encyclopedia arranges articles alphabetically, you may omit volume and page numbers.

举例:Example:

"Azimuthal Equidistant Projection." *Merriam-Webster's Collegiate Dictionary*. 10th ed. 1993.

Pettingill, Olin Sewall, Jr. "Falcon and Falconry." *World Book Encyclopedia*. 1980.

Tobias, Richard. "Thurber, James." *Encyclopedia Americana*. 1991 ed.

杂志和报纸文章

格式:作者姓, 名。“文章标题”期刊名称 期刊号 日期: 页码。

注意: 如果引用的文章有不同的版本, 在日期后面加逗号指定版本。

Magazine & Newspaper Article

Format:

Last name, First name. "Title of Article." *Name of Periodical*, vol. number, no. number, Date, pp. page range.

Note: If the article appears in a different edition, add a comma after the date and specify the edition.

举例:Example:

Hall, Trish. "IQ Scores Are Up, and Psychologists Wonder Why." *New York Times* 24 Feb. 1998, late ed.: F1+.

Kalette, Denise. "California Town Counts Down to Big Quake." *USA Today* 9 21 July 1986: sec. A: 1.

Kanfer, Stefan. "Heard Any Good Books Lately?" *Time* 113 21 July 1986: 71-72.

Trillin, Calvin. "Culture Shopping." *New Yorker* 15 Feb. 1993: 48-51.

网站或网页

格式: 作者的姓, 名(如果可以获得)。“某一项目或数据库内某一部分的名称”。网站的名称, 项目, 或数据库。编辑(如果可以获得)。电子版的出版信息(出版日期或最后更新的日期, 赞助机构或组织的名称)访问日期和<完整的URL>.

注意:如果某些信息找不到, 就引用找到的信息。

Website or Web page

Format:

Author's Last name, First name (if available). "Title of the specific page or section." *Name of the overall Web site, project, or database*, Editor (if available), electronic publication information (date of publication or most recent update, sponsoring organization), Access date and <complete URL>.

Note: If some details are unavailable, cite what you can find.

举例:Example:

Devitt, Terry. "Lightning injures four at music festival." *The Why? Files*. 2 Aug. 2001.23 Jan.

2002 <<http://whyfiles.org/1371lightning/index.html>>.

Dove, Rita. "Lady Freedom among Us." *The Electronic Text Center*. Ed. David Seaman. 1998.

Alderman Lib., U of Virginia. 19 June 1998

<<http://etext.lib.virginia.edu/subjects/afam.html>>.

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<<http://www.chass.utoronto.ca:8080/~ian/>>.

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<<http://www.msnbc.com/news/754336.asp>>.

参考文献示例Sample Works Cited

"Battery." Encyclopedia Britannica. 1990.

"Best Batteries." Consumer Reports Magazine 32 Dec. 1994: 71-72

Booth, Steven A. "High-Drain Alkaline AA-Batteries." Popular Electronics 62 Jan. 1999: 58

Brain, Marshall. "How Batteries Work." howstuffworks. 1 Aug. 2006

<<http://home.howstuffworks.com/battery.htm>>.

"Cells and Batteries." The DK Science Encyclopedia. 1993.

Dell, R. M., and D. A. J. Rand. Understanding Batteries. Cambridge, UK: The Royal Society of Chemistry, 2001.

"Learning Center." Energizer. Eveready Battery Company, Inc. 1 Aug. 2006.

<<http://www.energizer.com/learning/default.asp>>.