**Why is it important to reference?**

A reference is a way of indicating to the reader, in an orderly form, where information has been obtained. References must be cited because they acknowledge the sources used, and enable the reader to consult the work and verify the data that has been presented.

**A reference should provide the information needed to find the original source material.**

Students need to understand why and how to cite their sources and make this a habit from the start. This will save time and energy when its time to upload the work.

**Acknowledging the work and the ideas of others**

IB students must always acknowledge all the sources used in any work submitted for assessment. Give the source details of all the images, text extracts and quotes you refer to in your work, including work or ideas of another artist, person or source that you have paraphrased or summarized.

Sources include (but are not limited to) images, books and websites. Here are some other sources that should be referenced:

* participation in practical workshops
* exhibitions and exhibition catalogues
* filmed interviews with visual arts professionals
* lectures and lecture notes
* audio recordings and soundtracks
* newspaper articles and magazines
* online groups and forums
* feedback and advice from others
* films, television and other media

**Referencing Images**

When citing work you have seen in an exhibition, state this as a *primary source.*

When citing work found on the internet, you must include the artist and the details of the work, not simply the URL where you found it. Include the date you accessed the page, along with the URL in your sources page, not necessarily in text, to keep it clean.

**Format for Referencing an Image**

**Artist** Leonardo da Vinci

**Title**  Mona Lisa ( La Gioconda)

**Date** 1503-17

**Medium** Oil on poplar panel

**Size** 77 x 53 cm

**Source**Musee du Louvre, Paris

https://en.wikipedia.org/wiki/Mona\_Lisa

**Referencing in the**[**Process Portfolio**](https://www.thinkib.net/visualarts/page/16909/-process-portfolio)

Every image used must be appropriately referenced to acknowledge the title, artist, medium, date (where this information is known) and the source from which the image was retrieved, following the protocol of the referencing style chosen by the school.

Students own original work is identified and acknowledged in the same way, use a phrase such as “my own work” rather than their name. Include citation details alongside images of their own work, includes media/medium. Declare when an image in the final version of the work is also used in part 3: exhibition assessment task.

 Use in text citation in Process Portfolio screens whenever someone else’s work is quoted or summarized. References can come from many different sources, including books, magazines, journals, newspapers, emails, internet sites and interviews.

When deliberately appropriating another artist’s work make explicit reference to the appropriation. Another person’s work, ideas or images have influenced then the source must be cited at point of use and must also be included in a list of sources.

Any found object or image (including those taken from the Internet) must be appropriately referenced.

NEW: **An list of sources screen is now required for the process portfolio,** and citations are also required in text, at point-of-use. This extra screen will not be included in the screen-count when assessing the process portfolio component.

**Referencing in the Comparative Study**

In text citations for images should include an image label with title, artist, date and medium, and a number that corresponds to the sources page where the full citation ( including source) is included.

* Cite sources, text and images, at the point of use in CS, and include full reference on Sources page document
* Teachers should offer guidance about effective referencing
* HL students cite own work in the same way: *"own work", title, medium, size*

**All students are required to submit a list of sources for the Comparative Study as a separate document.**

As soon as you know you would like to refer to an image or text, collect the reference information in a Word document. Doing this will save you a lot of time later when you compile your bibliography.

**Referencing in the Exhibition**

When directly referring to another artists **work or ideas**that have significantly influenced your work, you can cite this briefly in the [**Exhibition Texts**](https://www.thinkib.net/visualarts/page/20229/exhibition-texts-)or refer to in the [**Curatorial Rationale**](https://www.thinkib.net/visualarts/page/19427/curatorial-rationale)