Chapter 14 Citation System

The University places utmost importance in upholding the principles of academic honesty. As students of the University, it is your responsibility to avoid any possibilities of committing an academic offence of plagiarism. You are strongly advised to read the Chapter 8 on **Academic Honesty and Copyright** in this Handbook. In case of doubt, consult your teacher. There are a number of ways to make proper referencing in academic writing. The following provides you with a general guide which is largely based on the Publication Manual of the American Psychological Association (commonly referred to as APA style). Examples used to illustrate the referencing are mainly taken from the works of the academic staff of the University. You may find the bibliographic management tool RefWorks on the EdUHK Library Website (https://www.lib.eduhk.hk/refworks) useful for generating citations and bibliographies. You may also refer to the Library online tutorial "Citing Information" for additional information (https://www.lib.eduhk.hk/help/citation/).

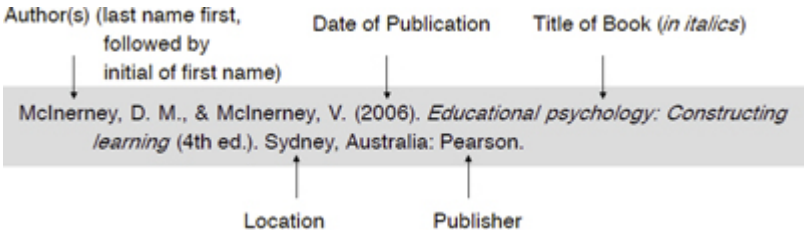
Writing a reference for a printed material

The following are common types of citing sources:

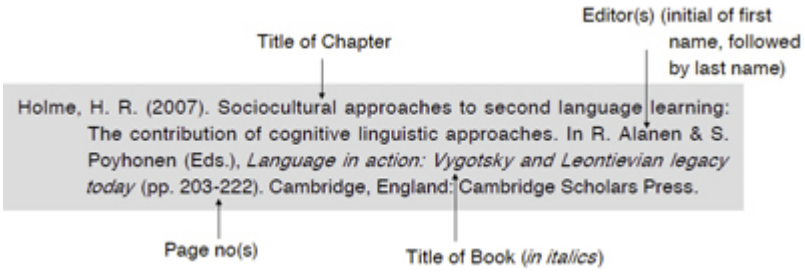
- Book
- Chapter in a book
- Article in a journal, newspaper/magazine
- Report, academic paper or a published/unpublished thesis

Examples are given below. Note the ordering, punctuation marks (like comma, full stop and colon) and the use of italics.

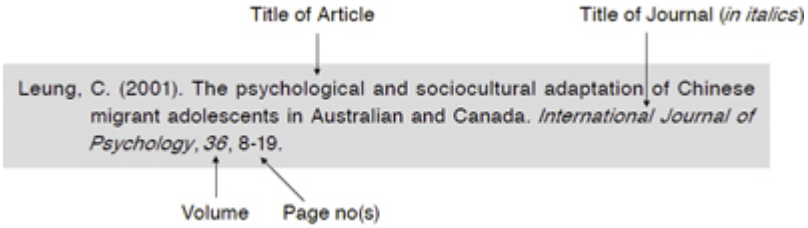
1. A book



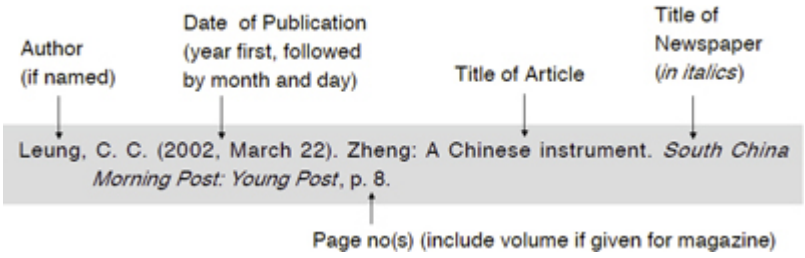
2. A chapter in a book



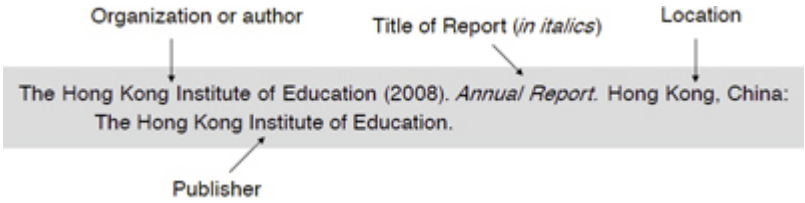
3. An article in a journal



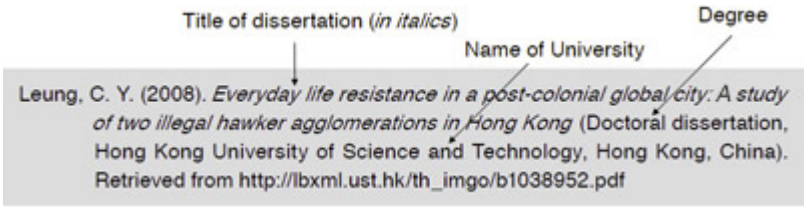
4. An article in a newspaper



5. A report



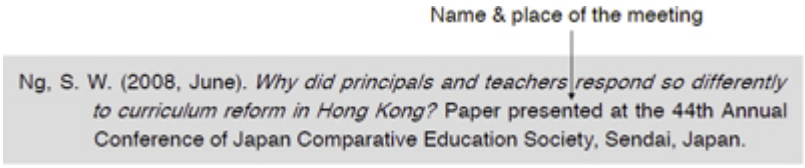
6. A published dissertation



7. An unpublished thesis

Wong, Y. C. *The policies of the Hong Kong government towards the Chinese refugee problem, 1945-1962* (Unpublished master's thesis). Hong Kong Baptist University, Hong Kong, China.

8. An unpublished paper presented at a meeting



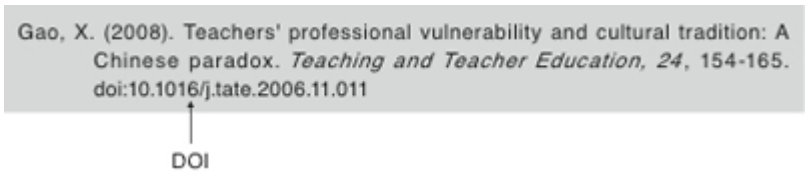
Writing a reference for an electronic resource

Basically, a reference for an online article includes the following components:

- Authors (if available)
- Title of document or description
- Date of publication
- DOI or URL

1. Journal article with DOI

Include the digital object identifier (DOI) in the reference if one is assigned to the journal article



2. Journal article without DOI

If no DOI is assigned to the journal article, include the home page URL for the journal in the reference

Yang, C. C. R. (2010). Teacher questions in second language classrooms: An investigation of three case studies. *Asian EFL Journal, 12*(1), 181-201. Retrieved from http://www.asian-efl-journal.com

Journal home page URL

3. Article in an Internet-only journal

Fairbrother, G. (2002). The influence of socialisation and critical thinking on Hong Kong university students' attitudes towards China. *E-Journal on Hong Kong Cultural and Social Studies, 1.* Retrieved from http://www.hku.hk/hkcsp/ccex/ehkcss01/index.htm

4. Article in an Internet-only newsletter

Leung, Y.-W. (2004, July). Reprioritising our civic education. *Hong Kong Christian Institute Newsletter.* Retrieved from http://www.hkci.org.hk/eng/newsletter/190.html

5. Stand-alone document, no author identified, no date

GVU's 10th WWW user survey. (n.d.). Retrieved from http://www.cc.gatech.edu/gvu/user_surveys/survey-1998-10

6. Document available at university programme or department website

Department of English. (2006). *Alternative tasks project.* Retrieved from http://www.ied.edu.hk/alttasks

7. Electronic copy of a journal article, more than seven authors

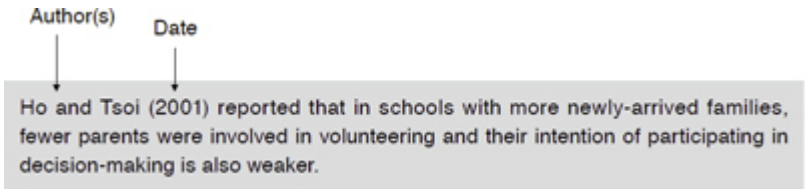
Cheng, S.-T., Yu, E. C. S., Lee, S. Y., Wong, J. Y. H., Lau, K.H., Chan, L.K., ... Wong, M. W. L. (2010). The geriatric depression scale as a screening Tool for depression and suicide ideation: A replication and extension. *American Journal of Geriatric Psychiatry, 18*, 256-265. doi:10.1097/JGP.0b013e3181bf9edd

In-text Citations

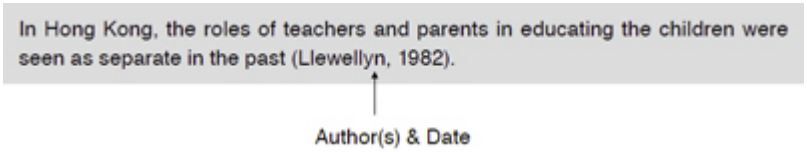
If you wish to quote other people's works in your paper, you must list all these works in your reference list at the end of your paper. The examples below give basic guidelines as to how to make in-text citations so that the works can be easily found in your reference list.

1. Paraphrase (Summarize others' ideas in your own words)

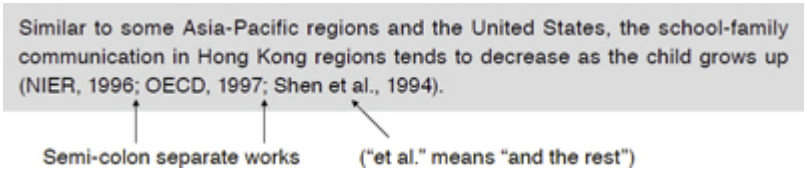
You may put the author's name within the main body of the text. Here, the date of publication immediately follows the authors and is placed in brackets.



You may also put the author's name outside the main body of the text by placing the author's name and date of publication in brackets at the end of the main text.



Note how references that contain more than one piece of work are quoted:



The above examples are extracted from:

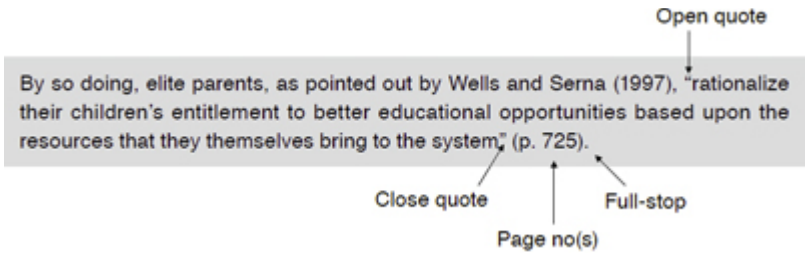
Pang, I.-W. (2004). School-family-community partnership in Hong Kong -

Perspectives and challenges. *Educational Research for Policy and Practice*, *3*, 109-125. doi:10.1007/s10671-004-5556-7

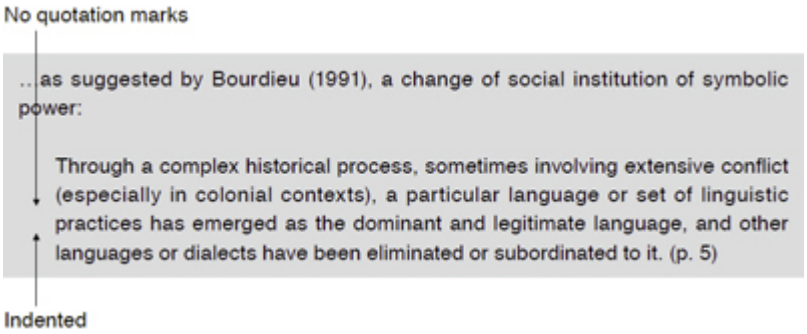
2. Quotations

Note the use of quotation marks and page numbers.

Short quotes (under 40 words)



Long quotes (over 40 words)



The above examples are extracted from:

Lai, P.-S., & Byram, M. (2003). The politics of bilingualism: A reproduction

analysis of the policy of mother tongue education in Hong Kong after 1997. *Compare: A Journal of Comparative Education*, *33*, 315-334. doi:10.1080/03057920302595

3. In-text citations of electronic materials

Many electronic resources do not provide page numbers. If the paragraph numbers of an electronic source are visible, use the abbreviation "para." preceding it.

(Corn, 2002, para. 1)

If the paragraph or page numbers are not visible, cite the heading and the number of the paragraph.

(Johnstone & Shroff, 2000, Introduction section, para.1)

The above examples are extracted from:

Kennedy, K. J. (2003). Higher education governance as a key policy

issue in the 21st century. *Educational Research for Policy and Practice*, *2*, 55-70. doi:10.1023/A:1024468018883

4. An indirect source

The phrase "cited in" indicates that the reference to Lee's view was found in *Hong Kong Economic Times*. Only *Hong Kong Economic Times* then appears in the reference list.

> Lee, a Christian journalist, queried why the Government was so enthusiastic in promoting this 'SBM,' while being so unwilling to democratize the political system (cited in Hong Kong Economic Times, 2004b).

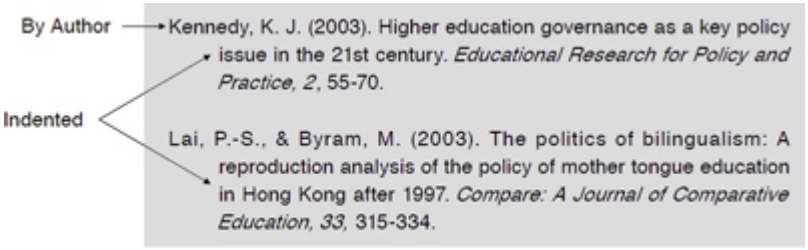
The above example is extracted from:

Pang, I.-W. (2008). School-based management in Hong Kong:

Centralizing or decentralizing. *Educational Research for Policy and Practice*, *7*, 17-33. doi:10.1007/s10671-007-9041-y

How to organize a list of references

You can organize your references alphabetically by author and entries should have a hanging indent. When there are multiple publications by the same author, you should order them by date of publication, the earliest first.



By date

Pang, I.-W. (2004). School-family-community partnership in Hong Kong – Perspectives and challenges [Electronic version]. *Educational Research for Policy and Practice, 3*, 109-125.

Pang, I.-W. (2008). School-based management in Hong Kong: centralizing or decentralizing [Electronic version]. *Educational Research for Policy and Practice, 7,* 17-33.

Supplementary Notes

1. Use “et al.” (and the rest) to refer to situations when you need to cite a reference with three to five authors that appear for the second time:

First time:

The Home-school Co-operation Research Report (Shen, Pang, Tsoi, Yip, & Yung, 1994) depicted an overall picture of the attitudes and behaviour of the various stakeholders towards home-school co-operation in the school system.

Second time:

In the 80s, parent education in Hong Kong was mainly provided by the non-government organisations (NGOs) in social welfare sector. In early 90s, some Christian schools, with the support of their sponsoring bodies or the church situated at the school campus, have been organising systematic parent education programmes for parents of primary 1 and secondary 1 students with encouraging results (Shen et al., 1994).

For reference with six or more authors, use “et al.” for the first and subsequent citations.

2. When citing sources of non-English languages, transliterate the author(s) and title in alphabet and translate the title into English with brackets in the reference list.

Ma, N. (2010). *Xianggang zhengzhi fazhan licheng yu hexin keti* [Hong Kong politics: Development process and key issues]. Hong Kong, China: Hong Kong Institute of Asia-Pacific Studies.

Useful Resources

- American Psychological Association. (2010). Publication manual of the American

Psychological Association (6th ed.). Washington, DC: Author.

- APA Style Central
- APA Style
- APA Style Blog