

## 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 (7th ed.), 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://libguides.eduhk.hk/citing-information>).

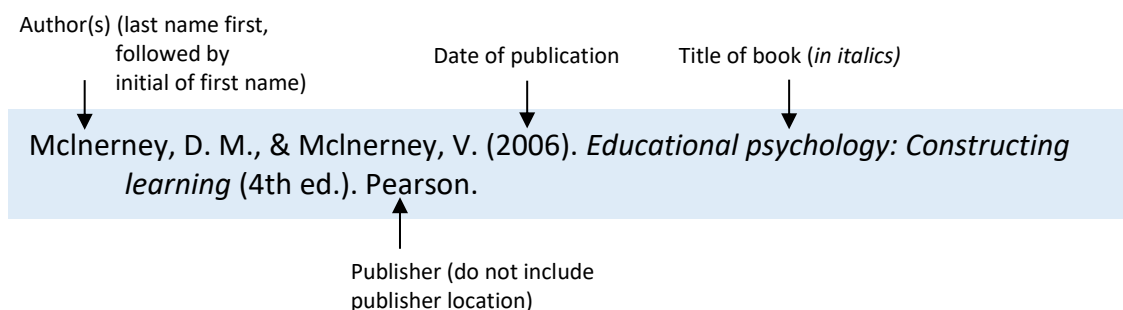
### Writing a reference for a printed material

The following are common types of citing sources:

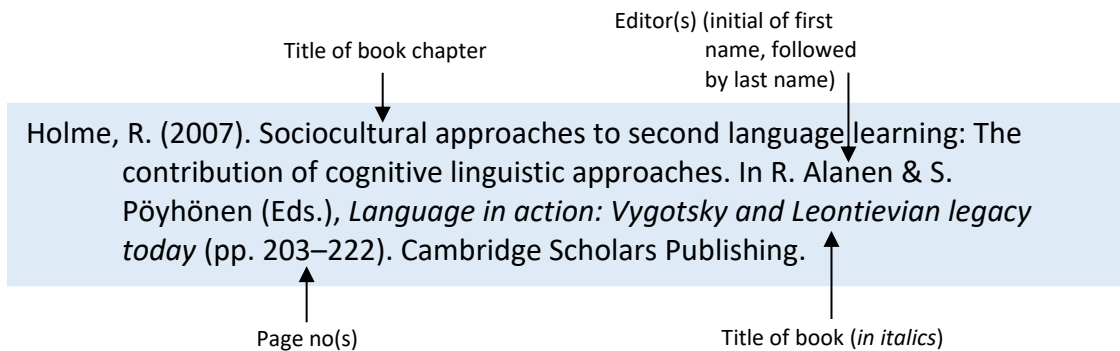
- Book
- Chapter in a book
- Article in a journal, newspaper/magazine
- Report, thesis or academic paper

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

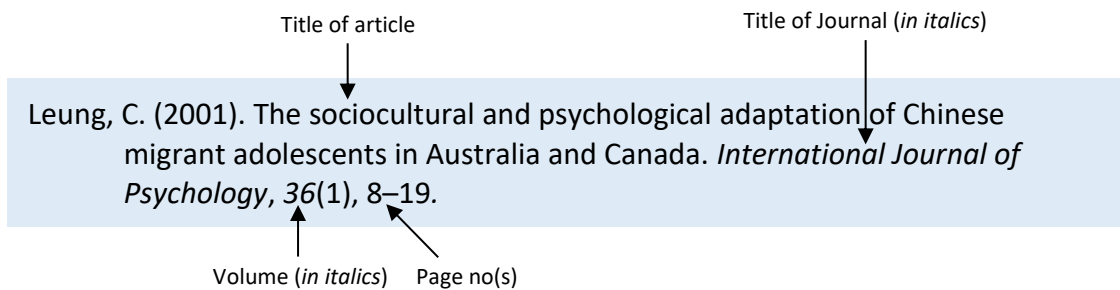
#### 1. Book



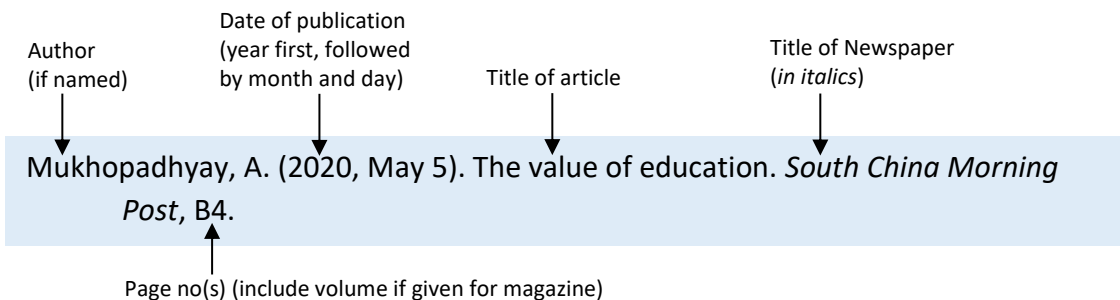
## 2. Chapter in an edited book



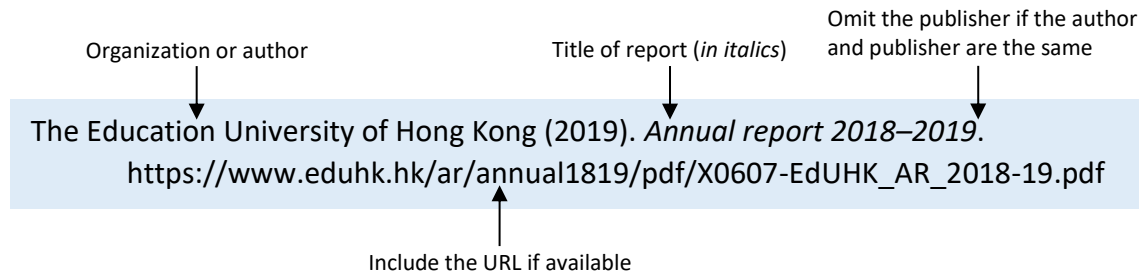
## 3. Journal article



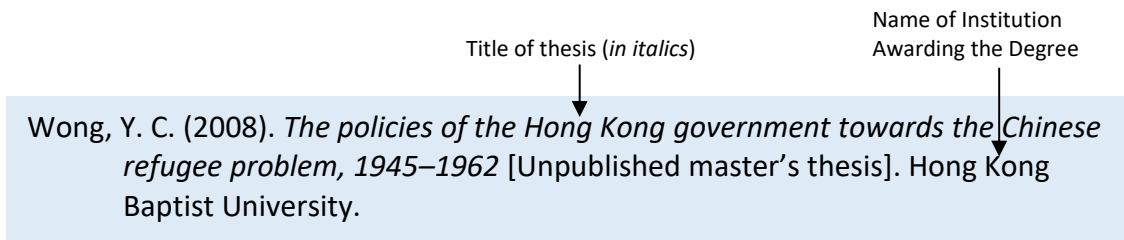
## 4. Newspaper article



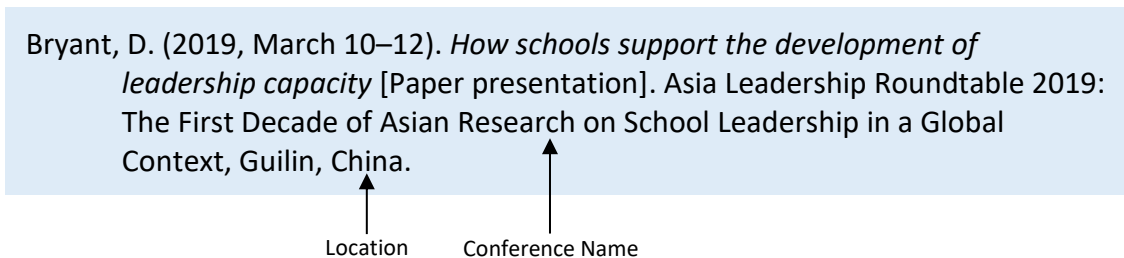
## 5. Report



## 6. Unpublished dissertation or thesis



## 7. Unpublished paper presented at a conference



## Writing a reference for an electronic resource

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

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

### 1. Journal article with a DOI

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

Gao, X. (2008). Teachers' professional vulnerability and cultural tradition: A Chinese paradox. *Teaching and Teacher Education*, 24(1), 154–165.  
<https://doi.org/10.1016/j.tate.2006.11.011>

↑  
DOI

### 2. Journal article without a DOI, with a non-database URL

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.  
<https://www.asian-efl-journal.com>

↑  
Journal home page URL

### 3. Journal, magazine or newspaper article without a DOI, from most academic research databases

Do not include the database name or URL in the reference.

Coniam, D. (2008). A longitudinal study of grammar gain in English medium of instruction schools in Hong Kong. *Hong Kong Journal of Applied Linguistics*, 11(1), 1–16.

### 4. Newsletter article

Thibeault, M. D. (2019, December). Broadening the music curriculum through popular music. *EdUHK Learning and Teaching Newsletter*, (6), 17–18.  
[https://www.eduhk.hk/lt-newsletter/issue6/assets/eduhk\\_l-t\\_all.pdf](https://www.eduhk.hk/lt-newsletter/issue6/assets/eduhk_l-t_all.pdf)



## 8. PowerPoint slides from a classroom website

If the slides come from Moodle, provide the name of the site and the login page URL.

Author, A. A. (Year). *Title of PowerPoint presentation* [PowerPoint slides]. EdUHK Moodle. <https://moodle.eduhk.hk/login/index.php>

## 9. Generative AI tools (e.g. ChatGPT)

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

## 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.

Author(s)                  Date  
↓                                  ↓  
Ho and Tsoi (2001) reported that in schools with more newly-arrived families, fewer parents were involved in volunteering and their intention of participating in decision-making is also weaker.

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.

In Hong Kong, the roles of teachers and parents in educating the children were seen as separate in the past (Llewellyn, 1982).

↑  
Author(s) & Date

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

Similar to some Asia-Pacific regions and the United States, the school-family communication in Hong Kong regions tends to decrease as the child grows up (NIER, 1996; OECD, 1997; Shen et al., 1994).

Place the citations in alphabetical order and separate them with semicolons

("et al." means "and others")

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(2), 109–125. <https://doi.org/10.1007/s10671-004-5556-7>

## 2. Quotations

Note the use of quotation marks and page numbers.

Short quotes (under 40 words)

By so doing, elite parents, as pointed out by Wells and Serna (1997), "rationalize their children's entitlement to better educational opportunities based upon the resources that they themselves bring to the system" (p. 725).

Open quote

Close quote

Page no(s)

Full stop

Long quotes (over 40 words)

No quotation marks

... as suggested by Bourdieu (1991), a change of social institution of symbolic power:

Through a complex historical process, sometimes involving extensive conflict (especially in colonial contexts), a particular language or set of linguistic practices has emerged as the dominant and legitimate language, and other languages or dialects have been eliminated or subordinated to it. (p. 5)

Indented

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 and International Education*, 33(3), 315–334.  
<https://doi.org/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 or section name (if available) and the number of the paragraph.

(Coleman & Gøtze, n.d., Introduction section, para. 15)

↑  
No date is given

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(1), 55–70.  
<https://doi.org/10.1023/A:1024468018883>

### 4. An indirect source

The phrase “as cited in” indicates that the reference to Roberts’s view was found in Bitchener’s paper. Only Bitchener’s paper then appears in the reference list.

As mentioned by Roberts (1999), a large number of error types in the log can frustrate students (as cited in Bitchener, 2005).



The above example is extracted from:

Mak, P. (2019). From traditional to alternative feedback: What do L2 elementary students think? *International Journal of Applied Linguistics*, 29(1), 109–129.  
<https://doi.org/10.1111/ijal.12250>

## 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 Author → Kennedy, K. J. (2003). Higher education governance as a key policy issue in the 21st century. *Educational Research for Policy and Practice*, 2(1), 55–70.  
<https://doi.org/10.1023/A:1024468018883>

Indented → 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 and International Education*, 33(3), 315–334.  
<https://doi.org/10.1080/03057920302595>

By Date → Pang, I.-W. (2004). School-family-community partnership in Hong Kong—Perspectives and challenges. *Educational Research for Policy and Practice*, 3(2), 109–125.  
<https://doi.org/10.1007/s10671-004-5556-7>

Pang, I.-W. (2008). School-based management in Hong Kong: Centralizing or decentralizing. *Educational Research for Policy and Practice*, 7(1), 17–33. <https://doi.org/10.1007/s10671-007-9041-y>

## Supplementary Notes

1. For a work with three or more authors, include the name of only the first author plus “et al.” in every in-text citation (even the first citation).

The Home-school Co-operation Research Report (Shen et al., 1994) depicted an overall picture of the attitudes and behavior of the various stakeholders towards home-school co-operation in the school system.

2. When citing sources of non-English languages, transliterate the author(s) and title in alphabet and translate the title into English with square 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 Institute of Asia-Pacific Studies.

## Useful Resources

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).
- [Academic Writer](#)
- [APA Style](#)
- [APA Style Blog](#)