



香港中文大學

The Chinese University of Hong Kong



自學中心

How to do citation



Independent Learning Centre

Referencing Others' Work

- Back up your ideas
- Challenge existing work
- Show that you are aware of the present scholarship.

Plagiarism



- When you fail to acknowledge sources
- When you use other people's work or ideas as your own
- When you copy straight from print or non-print sources

This is NOT acceptable



<http://www.cuhk.edu.hk/policy/academichonesty/p01.htm>

Citation



- Give due credit to others' ideas
- Using others' ideas without acknowledgement = plagiarism 剽竊
- **Never simply rearrange or replace certain words in the original text.**
- Indicate the source:
(Chen, 2001) (Chen, 2001, p. 8)
- Include full citation in the list of references at the end of your paper.

How to incorporate others' works

- Directly quoting
- Summarizing
- Paraphrasing

Directly quoting from a work



- Using the original words, phrases, or sentences of another (in quotation marks) to make a point.
- Include the **author**, **year** of publication, and the **page number** for the reference (preceded by "p.").
- According to **Lee (2008)**, "Students often had difficulty writing research papers" (p. 36).
- **Lee (2008)** found that "students often had difficulty writing research papers" (p. 36). OR

If the author is **not named in a signal phrase**

- place the author's **last name**, the **year** of publication, and the **page number** in parentheses after the quotation.
- She stated, "Students often had difficulty writing research papers," but she did not offer an explanation as to why (**Lee, 2008, p. 36**).

Long quotations



- Set the quotation marks off if the quote is more than three lines.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to read the manual in detail or to ask their teacher for help. (p. 199)

Summarizing

- Summarize in your own words
- Be accurate and brief

According to Jones (1998), APA style is a difficult citation format for first-time learners (p. 199).

APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

Paraphrasing

- Write **in your own words**.
- A more detailed restatement than a summary, which focuses concisely on a single main idea.

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, 1976, pp. 46–47)

Lester, J. D. (1976). *Writing research papers* (2nd ed.). New York: Pearson/Longman.

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, 1976, pp. 46–47)

A legitimate paraphrase:

- Lester (1976) found that students often quote excessively in research papers, failing to keep quoted material down to a desirable level. Since the problem usually originates during note-taking, he found it essential to minimize the material recorded verbatim (pp. 46–47).

An acceptable summary:

- Lester (1976) suggested that students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (pp. 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.

Different Styles for Different Disciplines

- **APA Style** (American Psychological Association)
 - In psychology and other social sciences
- **MLA Style** (Modern Language Association)
 - In English, foreign languages, and some other humanities
- **CMS** (The Chicago Manual of Style)
 - In history, art history, religion, philosophy, and some other humanities
- **CSE/CBE Style** (the Council of Science Editors/formerly known as Council of Biology Editors)
 - In the natural and applied sciences
- Please consult your department for any specific requirements.
- No matter which style you use, be **CONSISTENT!**

Warm up exercises...

True or false?

- Book titles should be put in bold.
(F) English book titles should be italicized or underlined.
- Chinese book titles have to be italicized.
(F) Put Chinese book titles in 《 》 , never italicize or underline it.
- Year of publication always comes after the author.
(F) It depends on which style you use.

APA Style

- Give brief parenthetical citations within the text
 - In-text citation: author's name, year of publication, and page (if appropriate)
 - When the author is named in your sentence:
e.g. Ritzer (1993) noted...(p. 192).
 - When the author is NOT named:
e.g. It was said that...(Ritzer, 1993, p. 192).

Note: APA style requires authors to use the **past tense** or **present perfect tense** when using signal phrases to describe earlier research.
E.g., Jones (1998) **found** or Jones (1998) **has found**...

- Provides a list of references:

Ritzer, G. (1993). *The McDonaldization of society*. Thousand Oaks, CA: Pine Forge Press.

Exercise 1:

Can you tell what needs modification?

In discussing McDonald's influence on how other businesses operate, Ritzer ⁽¹⁹⁹³⁾ maintained that McDonaldization “has yielded a number of benefits to society, but it also entails a considerable number of costs and risks” ~~(16)~~. (p. 16).

Exercise 2:

Can you tell what needs modification?

As McDonald's has influenced how other businesses operate, we can say that McDonaldization "has yielded a number of benefits to society, but it also entails a considerable number of costs and risks" (~~p. 16~~). (Ritzer, 1993, p. 16).

APA: References vs. Bibliography

- Bibliography (參考文獻):
 - Works you have consulted
- References (參考書目):
 - Works cited in your paper

“References” or “Works Cited” preferred

APA: References

- Title the list “References”
- Arrange in alphabetical order:
 - the last name of the author; or
 - the first main word of the title if there is no author
- Double-space the list
- All entries have a hanging indent.

References: An example

NOTE Mistake(s) !



Ritzer, G. (1993). *The McDonaldization of society*.
Thousand Oaks, CA: Pine Forge Press.

Morris, M., & Ogan, C. (1996). The Internet as mass
medium. *Journal of Communication*, 46, 39–50.

孫隆基。(1990)。《中國文化的深層結構》，修訂版
。台北：唐山出版社。

References: An example *Revised*

References

Morris, M., & Ogan, C. (1996). The Internet as mass medium. *Journal of Communication, 46*, 39–50.

Ritzer, G. (1993). *The McDonaldization of Society*. Thousand Oaks, CA: Pine Forge Press.

孫隆基。(1990)。《中國文化的深層結構》，修訂版。台北：唐山出版社。

APA: Essential elements of a reference item

- Author

- surname first, followed by the year of publication
- **Wilens, T. E., & Biederman, J. (2006).** Alcohol, drugs, and attention-deficit/hyperactivity disorder: A model for the study of addictions in youth. *Journal of Psychopharmacology*, 20, 580–588.

- Article and chapter title

- no quotation marks
- capitalizes proper nouns, the first word of the title and subtitle
- Wilens, T. E., & Biederman, J. (2006). **Alcohol, drugs, and attention-deficit/hyperactivity disorder: A model for the study of addictions in youth.** *Journal of Psychopharmacology*, 20, 580–588.

APA: Essential elements of a reference item (cont.)

- Title of books
 - italicizes the title
 - capitalizes only the first word and the proper nouns
 - Morris, M., & Ogan, C. (1996). *The McDonaldization of society*. Thousand Oaks, CA: Pine Forge Press.
- Title of Journal
 - italicizes the title
 - capitalizes all significant words
 - Wilens, T. E., & Biederman, J. (2006). Alcohol, drugs, and attention-deficit/hyperactivity disorder: A model for the study of addictions in youth. *Journal of Psychopharmacology*, *20*, 580–588.
- Publisher information
 - city, name of publisher
 - Morris, M., & Ogan, C. (1996). *The McDonaldization of society*. Thousand Oaks, CA: Pine Forge Press.

APA: Electronic sources: DOI

- Wilens, T. E., & Biederman, J. (2006). Alcohol, drugs, and attention-deficit/hyperactivity disorder: A model for the study of addictions in youth. *Journal of Psychopharmacology*, 20, 580–588.
doi: 10.1177/0269881105058776
- 季進。(2009)。*〈淺談莫言小說敘事的民間立場〉*。《時代文學》，04期，頁99–123。

Use the DOI (Digital Object Identifier) where available, otherwise use URL retrieval information.

- Retrieved 13 April 2010 from
<http://jop.sagepub.com/cgi/content/abstract/0269881105058776v1>
- 2010年4月13日取自
<http://jop.sagepub.com/cgi/content/abstract/0269881105058776v1>

For further information

- APA Web site:
 - <http://www.apastyle.org/index.aspx>
- Prepared by the Capital Community College:
 - <http://webster.commnet.edu/apa/>
- Prepared by the Purdue University:
 - <http://owl.english.purdue.edu/owl/resource/560/01/>

MLA Style

- Give brief parenthetical citations within the text
 - When the author is named in your sentence:
E.g. Owen notes...(192).
 - When the author is NOT named:
E.g. It is said that...(Owen 192).
- Provides a list of works cited/consulted.

MLA: List of Works Cited/Consulted

- “Works Cited” vs “Works Consulted”
- Arrange the references in **alphabetical order** by the last name of the author
- Double-space the list
- Indent subsequent lines of an entry
- Give the author’s name only in the first entry. Substitute the rest with three hyphens.

Compare: MLA and APA

Lopez, Robert S., Susan Blum, Susan Cameron, and William J. Barnes. *Civilizations: Western and World*. Boston: Little, 1995.

(MLA)

- Can you tell the differences of MLA from APA?

Lopez, R. S., Blum, S., Cameron, S., & Barnes, W. J. (1995). *Civilizations: Western and world*. Boston: Little.

(APA)

Further reading

- *MLA Handbook for Writers of Research Papers*. 7th ed. New York : Modern Language Association of America, 2009.
- MLA Guidelines
<http://webster.commnet.edu/MLA/format.shtml#>

Tools



- [http://www.lib.jmu.edu/help/checkcite/default.aspx?end_p
rod=1&style=1&source=1](http://www.lib.jmu.edu/help/checkcite/default.aspx?end_p
rod=1&style=1&source=1)

RefWorks: 書目管理工具

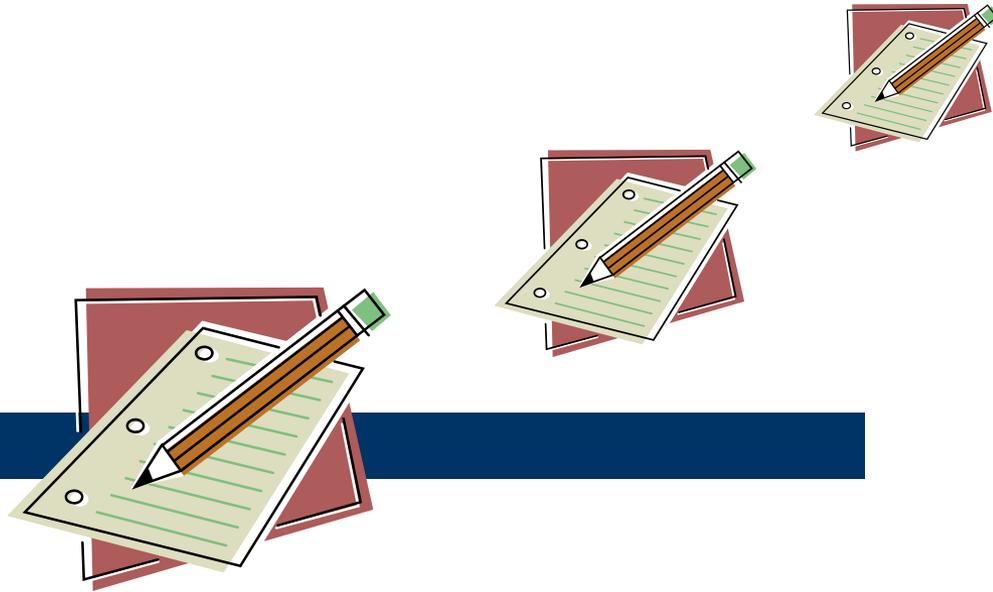
- [http://www.lib.cuhk.edu.hk/Common/Reader/News/Show
News.jsp?Nid=6821&Pid=2&Version=0&Cid=501](http://www.lib.cuhk.edu.hk/Common/Reader/News/Show
News.jsp?Nid=6821&Pid=2&Version=0&Cid=501)

The Chicago Manual of Style

- Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed. Chicago: University of Chicago Press, 2007. (Student reference)
- *The Chicago Manual of Style*. 15th ed. Chicago: University of Chicago Press, 2003.
- *The Chicago Manual of Style Online*:
<http://www.chicagomanualofstyle.org/home.html>

CSE/CBE Style

- Council of Science Editors. 2006. *Scientific style and format: The CSE manual for authors, editors, and publishers*. 7th ed. New York: Rockefeller University Press. 658 p.
- The Ohio State University Libraries
<http://library.osu.edu/how-to-find/research-strategies/how-do-i-cite-references/cse-citation-guide/>



Good luck on your research writing!

And remember...



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The ILC is here to help you!