

Guidelines on Reference Citation in English Research Papers for Undergraduate Courses

1) Warning against plagiarism

According to the University's policy on **academic integrity and discipline**,

Plagiarism is defined as the presentation of work which actually originates from other sources as one's own, for credit in a course or program of study or towards the fulfillment of degree requirements. It includes the presentation in theses, examinations, tests, term papers, and other requirements, of someone else's work without attribution, including the presentation of someone else's argument in one's own words without acknowledgement.¹

Central to academic integrity is "the presentation of one's own work as one's own, the acknowledgement of others' work, and the truthful reporting of results obtained."²

Plagiarism violates academic integrity and offenders may be subject to the University's sanctions.³

Academic integrity against plagiarism requires the author of a work that uses primary sources (manuscripts, archives, diaries, personal interviews, and so on) or secondary sources (published works) to identify the sources, no matter whether the author is paraphrasing or quoting directly from them. Reference sources should be provided in footnotes following the cited information (see the citations and footnotes exemplified in item 1 above).

2) Quotations

All quotations need to be double-checked with the sources. If the source is in Chinese or other languages, the quoted part should be translated into English. If a quotation is longer than three lines or requires special emphasis, it should be put in an independent paragraph with indentation. In such cases, no quotation mark is needed (e.g., see the quotation with footnote 1 in item 1). Quoted words, phrases, and sentences shorter than three lines should run into the text rather than being put as an independent paragraph, and should be enclosed in double quotation marks (e.g., see the quotation with footnote 2 in item 1).

¹ The Office of the Vice-President for Academic Affairs, *Academic Calendar 2004-05* (Hong Kong: The Hong Kong University of Science and Technology, 2004), p. 26.

² *Ibid.*, p. 26.

³ *Ibid.*, pp. 26-28.

3) Symbols for articles and books in reference citations:

- i. Article titles are put between double-quotation marks “ ”.
- ii. Book titles are in italics.

4) The format of reference citation in footnotes:

a) Citation of Books

Example of English sources:

Jaroslav Prusek, *The Lyrical and the Epic: Studies of Modern Chinese Literature* (Bloomington: Indiana University Press, 1980), pp. 109-110.

Example of Chinese sources:

For books in Chinese, give the title in *pinyin* Romanization, followed by an English translation put in brackets. The author's name, however, should be in the original system of Romanization.

Chinese source: 戴炎輝：《清代台灣之鄉治》（台北：聯經出版事業公司，1979），頁 25-26。

Footnote format: Yen-hui Tai, *Qingdai Taiwan Zhi Xiangzhi* (Civil Administration in Rural Taiwan during the Qing Dynasty) (Taibei: Lianjing Chuban Shiye Gongsu, 1979), pp. 25-26.

b) Citation of articles

i. Articles in periodicals

Example of English sources:

Lewis Mayo, “The Order of Birds in *Guiyi Jun Dunhuang*,” *East Asia History* 20 (2000.12): 45-48.

Example of Chinese sources:

Chinese source: 蔣英豪：〈《日本雜事詩》與近代漢語新詞〉，《漢學研究》第 22 卷，第 1 期（2004 年 6 月），頁 299-321。

Footnote format: Ying-ho Chiang, “*Riben Zashi Shi* and New Chinese Words in the Late Imperial Period,” *Hanxue Yanjiu* (Chinese Studies), vol. 22, issue1 (June 2004): 299-321.

ii. Articles in collected volumes

Example of English sources:

John C. Y. Wang, “Early Chinese Narrative: The *Tso-chuan* as Example,” in Andrew H. Plaks, ed., *Chinese Narrative: Critical and Theoretical Essays* (Princeton: Princeton University Press, 1977), pp. 3-20.

Example of Chinese sources:

Chinese source: 溝口雄三：〈中國民權思想的特色〉，載於中央研究院近代史研究所編，《中國現代化論文集》（臺北：中央研究院近代史研究所，1990），頁 343-361。

Footnote format: Yüzō Mizoguchi, “Zhongguo Minquan Sixiang de Tese” (The Characteristics of Chinese Thoughts on Civil Rights), in Zhongyang Yanjiuyuan Jindaishi Yanjiusuo, ed., *Zhongguo Xiandaihua Lunwenji* (Essays on Chinese Modernization) (Taipei: Academia Sinica, 1990), pp. 341-361.

iii. Articles in websites:

Oliver Roy, “Neo-Fundamentalism: Social Science Research After September 11,” electronic document, <http://www.ssr.org/roy.html>, accessed 2 December 2001.

5) Repeated Citations

After the full reference in the first note, all the subsequent references to the same source are to be shortened by only giving the title of the work followed by a comma and the page number(s). For a work that has just been cited in the note immediately preceding, use *Ibid* followed by a comma and the page numbers.

6) Cited Reference

If a section of “Cited Reference” is added at the end, organize the items by the alphabetical order of authors’ names:

Examples:

Chiang, Ying-ho. 2004. “*Riben Zashi Shi* and New Chinese Words in the Late Imperial Period.” *Hanxue Yanjiu* (Chinese Studies), vol. 22, issue1, pp. 299-321.

Mayo, Lewis. 2000. “The Order of Birds in *Guiyi Jun Dunhuang*.” *East Asia History* 20: 45-48.

Mizoguchi, Yüzō. 1990. “Zhongguo Minquan Sixiang de Tese” (The Characteristics of Chinese Thoughts on Civil Rights). In Zhongyang Yanjiuyuan Jindaishi Yanjiusuo, ed., *Zhongguo Xiandaihua Lunwenji* (Essays on Chinese Modernization), pp. 341-361. Taipei: Academia Sinica.

Prusek, Jaroslav. 1980. *The Lyrical and the Epic: Studies of Modern Chinese Literature*. Bloomington: Indiana University Press.

Roy, Oliver. 2001. “Neo-Fundamentalism: Social Science Research After September 11.” Electronic document, <http://www.ssr.org/roy.html>. Accessed 2 December 2001.

Tai, Yen-hui. 1997. *Qingdai Taiwan Zhi Xiangzhi* (Civil Administration in Rural Taiwan during the Qing Dynasty). Taipei: Lianjing Chuban Shiye Gongsi.

Wang, John C. Y. 1977. “Early Chinese Narrative: The *Tso-chuan* as Example.” In Andrew H. Plaks, ed., *Chinese Narrative: Critical and Theoretical Essays*, pp. 3-20. Princeton: Princeton University Press.