

SCHOOLS DIVISION OFFICE

# PRACTICAL RESEARCH 1

## Second Semester

### Quarter 3- Module 16

### Citation



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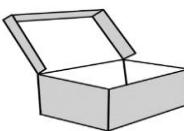
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## **What I Need to Know**

Good day Senior High School Students! In this lesson, you are going to learn how to:

cite relevant literature using standard style (CS\_RS11-IIIIfj-2)

After going through this lesson, you are expected to:

1. discuss the purpose of citation; and
  2. apply the guidelines in citing of relevant literature using the APA 7<sup>th</sup> edition style.



## What I Know

Before you proceed to the different activities inside the module, answer first this ***pre-assessment activity*** below to find out what you already know about the topic scope and delimitation.

Answer the following questions below. Select your answers from the options provided after each item. Write the letter of the correct answer on the space before the number.

6. It refers to the use of citation when a researcher summarizes, paraphrase, or quote from another source and putting last name, year of publication and a page number inside the parenthesis
  - A. Authorizing citation
  - B. Building citation
  - C. Narrative citation
  - D. Parenthetical citation
  
7. When citing an information from an organization which among the following the guidelines should be followed?
  - A. Acronym should be used in citation.
  - B. Do not abbreviate the name of organization.
  - C. Search for the author.
  - D. Use “et al.” as part of the organization.
  
8. Which among the following format of citation is used when citing 3 or more authors in parenthetical citation.
  - A. (Dela Cruz, Bonifacio, Mabini, and Del Pilar, 2017; p. 9)
  - B. (Dela Cruz, Bonifacio, Mabini, & Del Pilar, 2017; p.9)
  - C. (Dela Cruz, Bonifacio et al., 2017; p.9)
  - D. (Dela Cruz et al., 2017; p. 9)
  
9. Which among the following format should be used, when you are using narrative citation of the information coming from email, interview, and spoken communication?
  - A. J. Dela Cruz (personal communication, May 8, 2017)
  - B. J. Dela Cruz (p. communication, May 8, 2017)
  - C. J. Dela Cruz (communication, May 8, 2017)
  - D. J. Dela Cruz (communication, May 8, 2017)
  
10. Which among the following format should be used when you are citing an information coming from an organization using narrative citation.
  - A. Reading Association of the Philippines (RAP, 2014)
  - B. Reading Association of the Philippines (RAP 2014)
  - C. Reading Association of the Philippines (RAP)
  - D. Reading Association of the Philippines (2014)

## Lesson 1

## Citing relevant literature



### What's In

Writer's ability to construct their own sentence is a skill to be learned especially in technical papers. When a writer wants to borrow an idea from other author, writer finds their way to maintain their credibility in writing. Whenever they use other's idea to commit plagiarism. Some strategies that writers can used are: Paraphrasing and Summarizing.

This task will help you to recall your previous lesson in one of the strategies mentioned (paraphrasing). Paraphrase or rewrite the following sentences by changing the underlined words using your own words.



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1. All the people in class studied hard. The effect was a big increase in the test scores.
2. All of the students in class studied intensively. The result was a dramatic increase in the test scores.
3. All her classmates studied well, in the end, there was a huge jump in the test scores.

This activity will be helpful in today's lesson regarding process of citing a relevant literature.

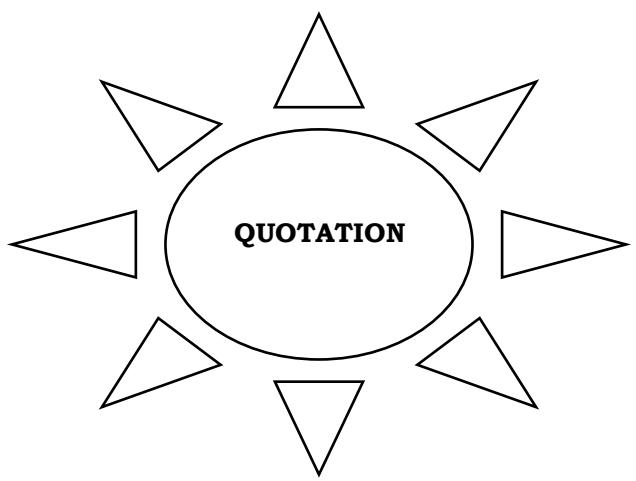
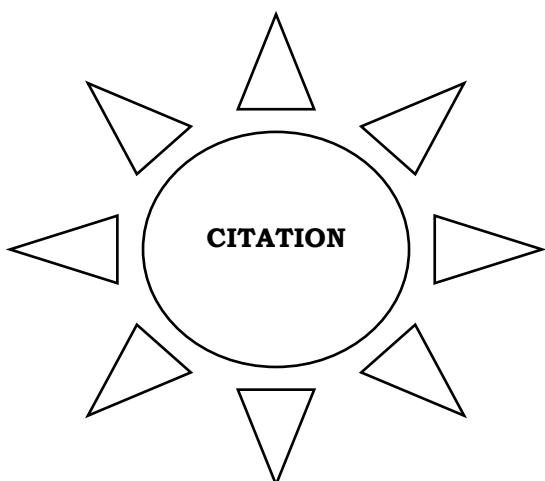


## What's New

Let us start our lesson on selecting literature review by looking at the activity below.

A. *Pre-reading activity*

Using a word, a map, list down all the ideas which you think related to the word citation and quotation.



After listing all related ideas between the words, you must choose one idea in each word and construct a sentence.

CITATION- \_\_\_\_\_

Sentence:

---



---

QUOTATION- \_\_\_\_\_

Sentence:

---



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B. *While-reading activity*



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Imagine that you are researching a paper regarding journalism. Read the following paragraph lifted from research entitled “The Seminar-Workshop Experience in Journalism Class: A Best Practice? By Besa and Parcon (2018).

*In addition, 21st century teaching and learning process requires innovation in the delivery of instructions to meet the needs of the 21st century learners and the demands of both higher educational institution and other clientele. One of the strategies used in the 21st century teaching is the seminar-workshop mode of instruction. According to Bates (2005) seminar-lecture/seminar-workshop mode involves generating a situation for a group to have guided interaction among themselves on a theme which is generally presented to the group by one or more guest speaker. In the article of Bates (2005) entitled LECTURE NOTE ABOUT SEMINAR-WORKSHOP METHOD, this mode of instruction is being employed to realize the higher objective of cognitive and effective domains. It also requires that interactive and integrate methodologies based on the psychological principles. Therefore, it applies such techniques of human interaction/intervention with learning and teaching experiences (Besa and Parcon, 2018).*

### C. Post-reading activity

If you include the following sentence in your paper: *21st century teaching and learning process requires innovation in the delivery of instructions in order to meet the needs of the 21st century learners and the demands of both higher educational institution and other clientele.*

1. Do you need to cite the source of this information? Why or why not?
2. Do you need quotation marks in this sentence? If so, where should they begin and end?



## What is It

Based on the sample activity presented a while ago, writing a literature for a research is a very tedious task, you must read papers and various references containing information related to your research. Moreover, these ideas including language structures to convey ideas belong to other people, specifically authors. It means they are not yours, so to maintain your credibility as a researcher and writer, you must fully understand to express your appreciation with them. This module will enable you to fully understand and determine how literature may be cited using a standard style. The focus of this module is to introduce APA 7<sup>th</sup> edition style in citing literature because most of the schools and universities are using APA format in writing a research.

Based on the technical definition of citation, it refers to the quotation from a reference to a book or author which scholarly written. Why does the researcher need to use citation in their research? Baraceros (2016) mentioned some purpose of using citation.

1. To provide acknowledgment and respect to other writer's ideas and contribution in the field.
2. To give authority, validity, and credibility to other people's claims, conclusions, and arguments.



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3. To validate your broad and extensive reading of authentic and relevant materials about your topic.
4. To provide the readers time to search or contact the sources of ideas easily.
5. To authorize the readers to check the accuracy of work.
6. To prevent plagiarism when writing a paper.

### **When to cite source using QUOTING, PARAPHRASING, AND SUMMARIZING?**

**Quoting**- when you quote a particular idea you must include the exact wording that you read or heard somewhere else into your work. it usually enclosed by open and close parenthesis.

*“In addition, 21<sup>st</sup> Century teaching and learning process requires innovation in the delivery of instructions in order to meet the needs of the 21<sup>st</sup> century learners” (Besa and Parcon, 2018; p.45).*

Based on this example, what are the elements present in the quoted part lifted from the study?

**Paraphrasing**- when you paraphrase, you can change what you read and heard somewhere else into your own words and see to it that the same length and ideas should be maintained.

*In addition, 21<sup>st</sup> century teaching and learning process demands modernization in the providing instructions in order to reach the needs of the 21<sup>st</sup> century learners (Besa and Parcon, 2018; p.46).*

How does this example differ from the example quoted from above?

**Summarizing**- when you combine other ideas that you read and heard somewhere else by creating a condensed version that covers the main points. In other words, it is the shorter version of the original text.

*21<sup>st</sup> century teaching and learning process needs changes in instruction to cope with the demand of 21<sup>st</sup> century learners (Besa and Parcon, 2018; p.46).*

How does this example differ from the paraphrased version above?

### **Elements of citation**

As a researcher you have to remember the following components of APA 7<sup>th</sup> edition style of citation.

1. Who- refer to the name of author or editor's surname
2. When- date of publication
3. Where- the location of the materials within the source (either page number or paragraph number)

### **Guidelines in citing references with emphasized on its position in the paragraph.**

**Beginning text citation**- the reference is placed at the beginning of the text or this term is narrative citation in which reference contain the author's surname appears in the sentence and only the year of publication is embedded in the open and close parenthesis. If the published material contains page number, you may include it at the end of the cited statement.



Example: According to **Besa and Parcon (2018)**, 21<sup>st</sup> century teaching and learning process demands modernization in providing instruction in order to reach the needs of the 21<sup>st</sup> century learners (p.46).

**Middle text citation-** when the reference is being cited or positioned in the middle of the text. This another version of narrative citation.

Example: In the article entitled *Summary of 21st Century Teaching and Learning Researches*, teacher should allow the students to collaborate and communicate effectively in the classroom, be open to diverse perspectives, and incorporate group feedback into their school homework. **Besa and Parcon (2018)** mentioned that 21st century teaching and learning process requires innovation in the delivery of instructions in order to meet the needs of the 21st century learners and the demands of both higher educational institution and other clientele. One of the strategies use in the 21st century teaching is the seminar-workshop mode of instruction.

**End text citation-** if the sentence construction does not require the name of the authority, the author's name and year of publication are cited as end-text. In other words, this is an example of parenthetical citation, in which the author's surname, year and publication, and page number. Please take note of the use of punctuation mark in the parenthetical citation. After writing the surname's author, insert comma, then insert the year of publication then insert semi-colon and write the "p" which stands for the word "page" insert period and write the number.

Example: 21<sup>st</sup> century teaching and learning process demand modernization in providing instruction in order to reach the needs of the 21<sup>st</sup> century learners (**Besa and Parcon, 2018; p.46**)

#### Variation of Author-date citation

Number authors	of	Narrative (Beginning and middle text)	Citation	Parenthetical citation (end-text)
1 author		Besa (2018)... (p.46)		(Besa, 2018; p.46)
2 authors		Besa and Parcon (2018)... (p.46)		(Besa and Parcon, 2018; p.46)
3 authors		Besa et al. (2018)... (p.46)		(Besa et al., 2018; p.46)
			Take note that the term " <b>et al.</b> " is a Latin word for " <b>and others</b> ". It is only used if there are 3 or more authors of the reference being cited. Also, there is no comma after the author's surname before "et al."	
1 group within an easily recognizable acronym		Reading Association of the Philippines (RAP, 2018)		(Reading Association of the Philippines [RAP], 2018)
			Take note also that if the author of the cited materials is the organization then use the sample citation style above	
1 group without abbreviation		Faculty Club (2018)		(Faculty Club, 2018)



### Citations with author information missing.

When the author's information or cited reference is not available, the APA style puts the title or description of the document in the author's place in the reference. Depending on the type of sources.

Available Information	Format	Narrative Citation	Parenthetical Citation
<b>Stand alone document.</b> (books, dissertation, thesis, film, video, podcast, and unpublished manuscript)	(Title, date)	Oxford English Dictionary (2008)...(p.35)	(Oxford English Dictionary, 2018; p,35)
<b>Part of a document</b> (article, chapter, blogpost, webpage, dictionary entry)	"title, date	"Instruction group" (2018)...(p.35)	("Instruction group," 2018;p.35)
<b>Description of a document</b> (for documents without title)	[Description], date	[foundation of Instruction], (2018)...(p.35)	([foundation of Instruction], 2018, p.35)

Take note also, that if the date of the cited reference is not available, you may use “**n.d.**” which signifies “**no date**”.

### Location format of citation

As stated above, location format refers either to page number, paragraph number, chapter, figure, and table

Location Information	Format	Examples
Page number (s)	p. XX	(p.18)
	pp.XX-XX (if the information lifted from 2 consecutive pages of the reference)	(pp.18-19)
	pp. X, Y (if the information lifted from two separate pages)	(pp. 18, 19)
Paragraph	para. X	para. 2
	paras. X-XX (if the information lifted from 2 consecutive paragraph of the reference)	para. 2-3
	paras. X, XX (if the information lifted from two separate paragraph)	para. 2, 3
Chapter	Chapter x	Chapter 8
Figure	Figure x	Figure 8
Table	Table x	Table 9

### Citing Multiple Sources for the same information

When you want to cite the sources that have mostly directly influenced by your work, you only cite the sources that you have incorporated into your work and number of sources that you want to cite will depend on the nature of your research. To cite more



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than one source for a particular idea, you have to include the following: author (s)' surname, the publication year (s), and insert semi-colon between the entry.

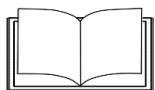
Example:

Several studies (Besa, 2018; Parcon, 2018; Erguiza, 2019) mentioned that 21<sup>st</sup> century teaching and learning process demands modernization in providing instruction in order to reach the needs of the 21<sup>st</sup> century learners.

### Citing Personal Communication

Personal communication involves conversations/interview, letters, email, unrecorded lectures, and others.

Narrative Citation	R. Parcon (personal communication, August 5, 2020)
Parenthetical Citation	(R. Parcon, personal communication, August 5, 2020)



## What's More

Answer the activities that will follow to practice your knowledge and skill about benefits and beneficiaries of the study.

### Activity 1. Searching for the citation's components

The text below is lifted from the study entitled Features and Barriers in Reflective Practices of 21<sup>st</sup> Century English Teachers: A Literature Review by Richard Parcon (2018). Your task is to determine the components of the citation used in this text. Use the table below in determining its components.

As technically defined, reflection is an image that shows the effect, existence, or character of something else. When the image is created, people may reflect in the past and may use their reflection to address the needs of the present condition. As stated by educational psychologists Reeve and Smith (2012), reflection is a complex phenomenon; experts in the field still have not come to an agreement as to whether reflection is ability or a process. Pisapia (2009; p.67) defined reflection as the ability to use perceptions, experience, or information to be able to form conclusions about what occurred in the past or is taking place now to assist in guiding future actions. On the other hand, Cirocky and Farrelly (2016) cited the definition of Boud et al. (1985) of reflection as a cognitive activity in which people have a chance to relive, analyze, and evaluate their experiences. Kemmis (2008) stated that reflection is a socio-political process in which humans recreate social life through communication, decision-making, and social action. In the field of Second Language Teacher Education Program (STLE), As cited by Cirocky and Farrelly (2016) in the work of (Richards and Rogers, 2001; Spada, 2007), the role of the teachers and teaching strategies are constantly being modified to deal with the increasingly complex condition of classroom and the specific needs of learners. In the movement of Communicative Language Teaching (CLT), this approach in its various iterations has spread across the globe and become heralded as an effective model for teaching languages. Moreover, the liberating concept of "teacher-research" and "reflective practitioner" came into existence. English language teachers are now considered to be the active agents that contribute immensely to the development of curriculum, program, course and material designs as well as



conducting action researches (Fitchman and Yendol-Hoppey, 2009). Farell (2018) stated that the capacity of being able to reflect is now seen as an important part of language teacher's education and training. One of the goals of Second Language Teacher Education Program is to produce "reflective teachers" in a process which involves socio-cognitive demands to introspect and collaborate with others, and which acknowledge previous learning and life experience as a starting point for new learning (Wright, 2010, p. 67). In addition, Freeman (2016, p. 208) pointed out that reflection is now widely acknowledged as an essential component of many second language teacher education programs worldwide because it offers a way into the less "accessible aspect of teacher's work". Fatemipour (2012) also noted that reflection is a powerful procedure that teachers can utilize to investigate and make their teaching practices a better one. With the arising issues in the field of language education, experts considered conducting Reflective practices is the best way to address the various needs and the demands of English language education specifically with the professional development of English language teachers.





## What I Have Learned

In this lesson, we focused on scope and delimitation of research, and in order to determine how well you learned from today's lesson, your task is to answer the exit card below.

<b>State 3 things that you have learned in today's lesson</b>	<b>The Difficulties I encountered in the lesson is/are?</b>	<b>I will use my today's learning in/to...?</b>

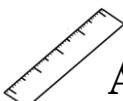


## What I Can Do

Apply what you have learned about citing relevant sources.

After determining the guidelines in using APA 7<sup>th</sup> edition style in citation, this time you have to apply what you have learned in this module by constructing a paragraph using the information below from the various authors. For the beginning or narrative citation, you may use the connectors (according to, as stated by, as mentioned by) to introduce the citation. The information is already arranged in order so all you need to do is to combine them in one paragraph. Write your answer on a separate paper.

1. Jasper (2003) defined reflective practice as the process where the teachers analyze their teaching practice to improve or change it for better outcomes.
2. In the perspective of Farell (2015, p.123) reflective practice refers to a cognitive process accompanied by a set of attitudes in which teachers systematically collect data about their practice and while engaging in dialogue with others and use the date to make informed decisions about their practices.
3. Reflective practice as the hallmark of professional competence for teachers. (Larrivee 2008)
4. While Khanjani, Vahdanu, Jafarigohar (2018) cited the definition of Spading and Wilson (2002) about reflective practice as the essential way to identifying, and analyzing, and solving the complex problems that characterize classroom teaching (p.57).



## Assessment



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Answer the following questions.

1. Why should you cite your sources?
2. What are elements of citation should be present when citing a particular information?
3. What is the difference among quoting, paraphrasing, and summarizing?



## Additional Activities

Write a short paragraph that will explain the importance of citing or acknowledging author's works in writing a research. Use a separate paper.



## **POST TEST**

Identify the information being asked in the following statement. Write the letter of your answer before the number.

1. It is considered as an integral part of writing a literature review.
    - A. Citation
    - B. Quotation
    - C. Paraphrasing
    - D. Summarizing
  2. This process includes the exact wording that you read or heard somewhere else into your work.
    - A. Citation
    - B. Quotation
    - C. Paraphrasing
    - D. Summarizing
  3. It is the process of changing what you read or heard somewhere else into your own words while maintaining the original thoughts of the text.
    - A. Citation
    - B. Quotation
    - C. Paraphrasing
    - D. Summarizing
  4. It is the process of condensing the text to make a shorter version of the original statement of the author.
    - A. Citation
    - B. Quotation
    - C. Paraphrasing
    - D. Summarizing
  5. It is a Latin word that means “and others.”
    - A. et al.
    - B. Location
    - C. Narrative citation
    - D. Personal communication
  6. It refers to the statement which includes conversations, emails, letters, unrecorded lectures, and others.
    - A. et al.
    - B. Location
    - C. Narrative citation
    - D. Personal communication
  7. It is one of the components of citation which refer to the page or paragraph numbers cited in the text.
    - A. et al.
    - B. Location
    - C. Narrative citation
    - D. Personal communication
  8. It refers to the process citation in which the year of publication is only element enclosed in the parenthesis.
    - A. et al.
    - B. Location
    - C. Narrative citation
    - D. Personal Communication
  9. This process of citation of is used when the author, year of publication, and page number are included in the parenthesis and it usually placed at the end of the statement.
    - A. Narrative citation
    - B. Parenthetical citation
    - C. Personal communication
    - D. Summary of output
  10. It is the element of communication that answers the question “who” wrote/uttered the statement.
    - A. Author
    - B. Place of Publication
    - C. Publishing house
    - D. Year of Publication
  11. The following keywords are the components of APA citation **except:**
    - A. Publishing house
    - B. Date of publication
    - C. Location
    - D. Author
  12. It is considered as cardinal principle in writing a research specifically in writing literature review.
    - A. Revising
    - B. Summarizing
    - C. Paraphrasing
    - D. Citation
  13. When citing an information from an organization which among the following guidelines should be followed?
    - A. Search for the author.



- B. Acronym should be used in citation.
  - C. Use "et al." as part of the organization.
  - D. Do not abbreviate the name of organization.
14. The following statements are the purpose of citation **except:**
- A. To let other people, judge and evaluate your character as a researcher.
  - B. To help readers find or contact the sources of ideas.
  - C. To permit readers to check the accuracy of work.
  - D. To save yourself from plagiarism
15. It is a kind of citation in which the author's name appears in the sentence itself rather than within parenthesis.
- |  |   |
|--|---|
| A. Parenthetical citation<br>B. Narrative citation | C. Building citation<br>D. Authorizing citation |
|--|---|



## References

1. Baraceros, Esther L. ***Practical Research 2*** 1<sup>st</sup> Edition. Manila: Rex Bookstore. 2016.
2. Besa, Lynn and Richard Parcon. ***The Seminar-Workshop Experience: A Best Practice?*** International Journal of Humanities and Social Sciences. Vol. 10, No. 3 pp. 45-55. 2018.
3. Organizational Performance and Workplace Learning (OPWL). ***OPWL APA Style Basics Based on the 7th edition of the Publication Manual of the American Psychological Association.*** [https://www.boisestate.edu/opwl/files/2020/01/APA\\_Basics\\_Jan2020.pdf](https://www.boisestate.edu/opwl/files/2020/01/APA_Basics_Jan2020.pdf). 2020.
4. Parcon, Richard. ***Features and Barriers in Reflective Practices of 21<sup>st</sup> Century English Teachers: A Literature Review.*** 2018.

### ANSWER KEY

### PRACTICAL RESEARCH 1

### QUARTER 3 MODULE 16- Cite Relevant Literature

#### What I Know

1. A	2. D	3. A	4. D	5. C
6. D	7. B	8. D	9. A	10. A

#### What is in Suggested Answer

1. All the students in class studied hard. The effect was a huge impact in the test scores.
2. All of the pupils in class studied hard rigorously. The effect was a big increase in the test scores.
3. All her classmates studied well, therefore, there was an increase in the test scores.

#### What's new

- A. Pre-reading activity (page 4) **Answers may vary**
- B. While reading activity
- C. Post reading activity (page 5)
  1. Do you need to cite the source of this information? Why or why not?  
**Answer: (Suggested Answer) yes because the information available comes from the other author**
  2. Do you need quotation marks in this sentence? If so, where should they begin and end?  
**Answers: (Suggested Answer) if I'm going to use the information directly, I think I will use quotation mark to quote the statement of the author.**

#### What's it



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- Based on this example, what are the elements present in the quoted part lifted from the study? (page 6)

**Suggested answer: there are names, page and year mentioned in the quoted part.**

- How does this example differ from the example quoted part above?

**Suggested answer: some words in the quoted statement were changed but the information in the like the name, page and year were retained.**

- How does this example differ from the paraphrased version above?

**Suggested answer: it became the shorter version of the paraphrased one but the information in the like the name, page and year were retained.**

#### What's more

##### Activity 1

Author's Surname	Year of Publication	Location (page number)	Position of the citation (write a check mark if it is located on the following position)	
			Narrative Citation	Parenthetical Citation
Reeve and Smith	2012	none	/	
Pisapia	2009	p.67	/	
Cirocky and Farrelly	2016	None	/	
Boud et al	1985	None	/	
Kemmis	2008	None	/	
Cirocki and Farrelly	2016	None	/	
Richards and Rogers	2001	None	/	
Spada	2007	None	/	
Fitchman and Yendol-Hoppey	2009	None		/
Farell	2018	None	/	
Wright	2010	p.67		/
Freeman	2006	p.208	/	
Fatemipour	2012	None	/	

#### What I have learned (ANSWERS MAY VARY)

#### WHAT I CAN DO (Suggested answer)

Jasper (2003) defined reflective practice as the process where the teachers analyze their teaching practice to improve or change it for better outcomes. In the perspective of Farell (2015, p.123) reflective practice refers to a cognitive process accompanied by a set of attitudes in which teachers systematically collect data about their practice and while engaging in dialogue with others and use the date to make informed decisions about their practices. Larrivee (2008) accounted reflective practice as the hallmark of professional competence for teachers. While Khanjani, Vahdanu, Jafarigohar (2018) cited the definition of Spading and Wilson (2002) about reflective practice as the essential way to identifying, and analyzing, and solving the complex problems that characterize classroom teaching (p.57).

#### Assessment (Answers may vary)

#### Additional Activities (ANSWER MAY VARY)



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