

1. How do I cite two or three authors?

When there are two or three authors for a reference, include all their family names in the in-text reference, in the same order that they are listed in the original source. For example:

- According to Choi, Fang, and Lee (2012), students in Asia are more studious than their North American counterparts.
- Wong and Morrison (2011) strongly support the use of technology in the classroom.
- Asian students devoted on average 16 hours per week to out-of-class study compared to 10 hours for North American students (Choi, Fang, & Lee, 2012).

2. How do I cite when there are many authors?

If there are six or more authors, you should only use the first author's family name in the in-text reference followed by the abbreviation "et al." For example:

- This is supported by Wilson et al. (2011) in their educational change study.

For subsequent citations, you should use "et al." for references with three or more authors.

3. In the reference list what should I do when there are many authors?

If there are two authors:

List by their last names and initials. Use the ampersand "&" instead of "and".

Chow, R. K., & Ping, S. M. (2004). Mood management in university students. *Journal of Asian Psychology*, 45(3), 1034-1048.

If there are three to seven authors:

List by last names and initials; commas separate author's names, while the last author's name is preceded again by ampersand.

Luk, W. K., Chan, Y. K., Sing, A. N., Burton, H., Heart, L., & Burns, H. U. (2009). The Chinese student: A study. *Journal of East Asian Psychology*, 32(5), 1190-1204.

If there are more than seven authors:

Include the first six authors' names, then insert "..."
and add the last author's name.

Ming, J. Y., Chan, E. L., Law, M. Z., Wheelock, C. A.,
Stammars, P. E., Thompson, E. T., . . .

Rogers, K. R. (2011). eLearning and the
luddites. *Technical Communication*, 57(23),
323-335.

4. How do I cite when there is no author and/or no date?

When no person is mentioned, include the title of the
source or the authoring/sponsoring organisation in
place of the author.

For example:

- The centre aims to improve students'
communication skills to enable them to attain
excellent results in their academic and
professional lives (English Language Centre, 2012).
- Oral presentations, like written assessment tasks,
should contain an introduction, body, and
conclusion ("Making the most of oral
presentations," 2011).

When no year of publication is given, use the
abbreviation "n.d." which stands for 'no date' in place
of a year..

However, be cautious about using sources without dates. A source with no date *might* not be reliable.

5. How do I cite information from one author (Author 1) which I have found in a book or journal article by another author (Author 2)?

An example of *secondary source*

Sometimes you will need to refer to authors whose work you encounter secondhand (i.e. mentioned in other people's work) rather than firsthand. You should mention both authors (Author 1 and Author 2) in your in-text reference, but would only list the actual item you read (Author 2) in your reference list.

For example, if you read an idea by Choy (Author 1, published in 2005) in a source by Martins (Author 2, published in 2010) you would need to mention both authors in your in-text reference. For example:

- One scholar (Choy, as cited in Martins, 2010) argues that ...
- Choy (as cited in Martins, 2010) believes that ...

However, in the reference list you should only list Martins (Author 2, the source you read) and not Choy (whose idea you read about in Martins).

6. How do I cite multiple sources by the same author published in the same year?

If an author has published more than one item in the same year, place a lower case letter of the alphabet next to the dates in your in-text referencing to distinguish between these separate publications. For example:

- Preston argues that a man paints with his brain, not his hands (2011a) and reiterates this elsewhere (2011b).

You must also include these lower case letters in your reference list entries as well. The order in which you attach the letters is determined by the alphabetical order of the titles of these sources.

7. What if there are two authors with the same family name?

Occasionally you will need to reference two different authors who share the same family name. To avoid ambiguity, include the author's first initial after their family name in the in-text references. For example:

- Urban deprivation in Hong Kong has been seen to increase in the first decade of this century (E. Chan, 2010). Whether this will affect the language skills of fresh graduates in Hong Kong is still disputed (C. Chan, 2010).

8. How do I present exact quotations?

Short quotations of fewer than forty words should be enclosed in double quotation marks ("...") and be accompanied by an in-text reference including a page number or paragraph number (where possible).

For example:

- Research indicates that "students in Hong Kong devote on average 5 hours a week to their English studies from the age of four" (Leung, 2010, p. 31).

Longer quotations of more than forty words should be presented without quotation marks and indented (using Tab key) at the left.

For example:

According to Obama (2006), :

America should be more modest in our belief that we can impose democracy on a country through military force. In the past, it has been movements for freedom from within tyrannical regimes that have led to flourishing democracies; movements that continue today. This does not mean abandoning our values and ideals; wherever we can, it's in our interest to help foster democracy through the diplomatic and economic resources at our disposal. (p. 45)

9. Where exactly do I put the full stop when quoting and/or citing?

Full stops must always be placed at the very end of a sentence, after the quotation and/or in-text reference. For example:

- According to Mooney (2011), "exam pressure in Hong Kong has lessened slightly in the past decade" (p. 88).
- Research indicates that students in Hong Kong have had four mobile devices before their 18th birthday (Samson, 2012).

10. Can I cite two or more sources at the same time?

Yes. Use a semi-colon to separate the sources in the in-text reference, and list the items alphabetically according to their authors' family names. For example:

- Social networking has had a major impact on young people (Chan & Erickson, 2012; Lam & Mok, 2008).

If referencing multiple sources by the same author, present the items in chronological order (oldest to most recent) and separate them with commas. For example:

Burns (2006, 2009, 2012) argues that there should be more universities in Hong Kong.

11. Can I paste the URL of a webpage into my essay as an in-text citation?

No. Follow the author-date in-text referencing conventions for all sources. If you are unsure how to reference a website because there is no author or date information, follow the guidelines provided for referencing sources without authors or dates.

12. How do I cite e-mail messages?

E-mail messages from individuals should be cited as personal communications. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible. For example:

- E. Cartman (personal communication, June 28, 2018) reveals that ...
- ... (S. Marsh, personal communication, May 5, 2017).

13. How do I reference a speech?

You do not reference the speech itself. Instead, you should find an authoritative source for the text. Then you simply reference the book, video documentary, website, or other source for the quotation. The reference format you need will depend on the type of document you have used. For example, if you want to cite Martin Luther King's speech, your reference would be as follows:

- Smith, J. (Ed.). (2009). *Well said! Great speeches in American history*. Washington, DC: E & K Publishing.

The in-text citation would include the surname of the author or editor of the source document and the year of publication. For example, your sentence might look like this:

- Dr. King declared, "I have a dream that one day this nation will rise up and live out the true meaning of its creed" (Smith, 2009).

Another example is if you want to cite Barack Obama's speech from a website, your reference would be as follows:

- The White House, Office of the Press Secretary. (2009, March 4). *Remarks by the President on procurement*. Retrieved from <http://www.whitehouse.gov/the-press-office/remarks-president-procurement-3409>

The in-text citation would include the author of the website and year of publication. For example, your sentence might look like this:

- President Obama announced that in Iraq too much money has been paid for services that were never performed ... (The White House, Office of the Press Secretary, 2009).

14. How do I cite images such as photographs from website?

All images including graphs, charts, maps, drawings and photographs are referred to as figures. You need to label the image as a figure and place a caption (i.e. a brief explanation of the figure) directly below the image, which includes any acknowledgement that the image is reprinted/adapted from another source. For example:

- *Figure 1.* Flamingos standing and feeding in a pool near salt beds, Netherlands Antilles. Adapted from “National Geographic Found by natgeofound,” by V. K. Wentzel, 2015. Retrieved from <http://natgeofound.tumblr.com/>. Copyright 2015 by National Geographic Society.

The in-text citation would be like this:

- Figure 1 shows that ...

Your reference would be as follows:

Wentzel, V. K. (2015). Flamingos standing and feeding in a pool near salt beds, Netherlands Antilles [Photograph]. Retrieved from <http://natgeofound.tumblr.com/>