## How to Avoid Plagiarism and Properly Cite Sources

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#### **Plagiarism**

- What is Academic Honesty & Plagiarism?
- 2. Types of Plagiarism
- 3. Consequences of Academic Plagiarism
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#### **APA Referencing Style**

- 6. APA: In-text citation
- 7. APA: References list
- 8. Resource



## What is Academic Honesty & Plagiarism

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## What is Academic Honesty?

Refer to "Chapter 8 Academic Honesty and Copyright" of Student Handbook 2025/26:

#### 2. What is Academic Honesty?

The University upholds the principles of honesty in all areas of academic work. We expect our students to carry out all academic activities honestly and in good faith. This means that you

- take full responsibility for all your submitted work;
- · must ensure that all submitted work is your original work; and
- must make a full and proper acknowledgment of the sources of your work and of their intellectual property.

https://www.eduhk.hk/re/student\_handbook/en/Academic-Honesty-And-Copyright.html

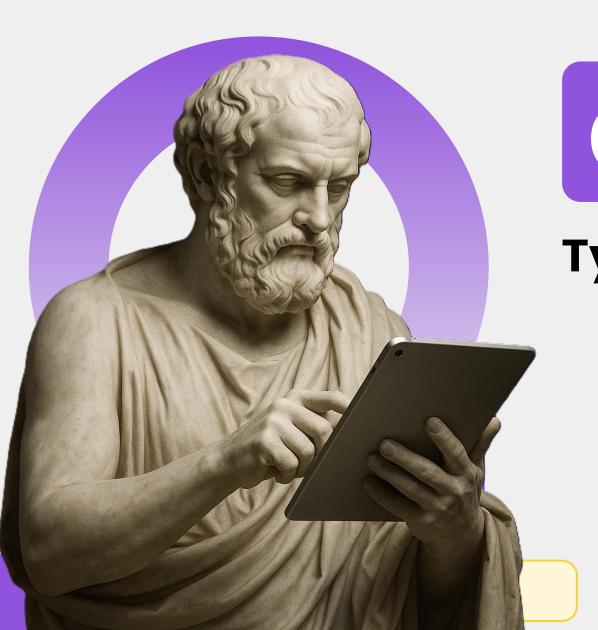
## Definition of Plagiarism



### **Plagiarism**

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Plagiarism is "the action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft" (Oxford University Press, 2020).



## Types of Plagiarism

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## Direct Plagiarism (Verbatim)

Copying someone else's words exactly as written without quotation marks or proper citation.

#### **Example:**

Former MIT professor Neri Oxman was found to have lifted passages verbatim from Wikipedia in her 2010 Ph.D. dissertation without attribution

## Wikipedia entry on "Weaving" prior to 2010

("Weaving," 2009)

Both warp and weft can be visible in the final product. By spacing the warp more closely, it can completely cover the weft that binds it, giving a *warpfaced* textile such as rep weave. Conversely, if the warp is spread out, the weft can slide down and completely cover the warp, giving a *weftfaced* textile, such as a tapestry or a Kilim rug. There are a variety of loom styles for hand weaving and tapestry. In tapestry, the image is created by placing weft only in certain warp areas, rather than across the entire warp width.

#### Neri Oxman's dissertation

(Oxman, 2010, p. 81)

Both warp and weft can be visible in the final p roduct. By spacing the warp more closely, it can completely cover the weft that binds it, giving a *warp faced* textile. Conversely, if the warp is spread out, the weft can slide down and completely cover the warp, giving a *weft faced* textile, such as a tapestry or a Kilim rug. There are a variety of loom styles for hand weaving and tapestry. In tapestry, the image is created by placing weft only in certain warp areas, rather than across the entire warp width. The practice of hut and basket weaving demonstrate interesting ways by which fibers can be distributed to correspond with required local strength and flexibility.



### Paraphrase plagiarism

Rephrasing another author's ideas or text in your own words but failing to credit the original source.

#### **Example:**

A "sham paraphrasing" incident in Pete Hegseth's 2003 senior thesis at Princeton: he closely reworded sentences without quotation marks or citation, blending minor rephrasings with uncredited copying.

Bush Vows Retaliation for 'Mass Murder' - The Washington Post

(Milbank & Allen, 2001)

Text: After Card's whisper, Bush looked distracted and somber but continued to listen to the second graders read and soon was smiling again. He joked that they read so well, they must be sixth graders.

#### Hegseth's dissertation

(Hegseth, 2003)

Text: After Card's whisper, Bush looked distracted and somber but continued to listen to the second-graders, joking that they "read like sixth-graders."

<sup>\*</sup> Pete Hegseth is the current U.S. Secretary of Defense.



Patchwork plagiarism, also known as mosaic plagiarism, occurs when material from multiple sources is pieced together into a single work. This practice may involve both verbatim copying and paraphrasing without proper attribution.

#### **Original texts**

"For many Americans, the eagle feather headdress is a generic symbol of Native America indivisible from the narrative of the wild west and cowboys and Indians" (Van Heuvelen, 2020).

"Americans have always remembered the battle. What we often forget are the difficult decisions tribal leaders made afterward to ensure the safety of their people" (Van Heuvelen, 2020).

"Under skies darkened by smoke, gunfire and flying arrows, 210 men of the U.S. Army's 7th Cavalry Unit led by Lt. Colonel George Custer confronted thousands of Lakota Sioux and Northern Cheyenne warriors on June 25, 1876, near the Little Big Horn River in present-day Montana. The engagement was one in a series of battles and negotiations between Plains Indians and U.S. forces over control of Western territory, collectively known as the Sioux Wars" (McDermott, 2021).

#### **Example: Patchwork plagiarism**

For many Americans, the headdress is a well-known **symbol of indigenous America** indistinguishable from **the narrative of the "wild west and cowboys and Indians."** One of the most famous examples of the cowboys versus Indians narrative is the Battle of Little Bighorn.

On June 25, 1876, 210 men of the U.S. Army's 7th Cavalry Unit led by Lt. Colonel George Custer confronted thousands of Lakota Sioux and Northern Cheyenne warriors. Custer and his men were handily defeated, and Americans have always remembered the battle as "Custer's Last Stand." What is often forgotten is the difficult decisions tribal leaders made afterward to ensure the safety of their people.



Reusing your **own previously submitted or published work** in a new assignment or publication **without disclosure** or permission.

#### **Ethical Implications**

This practice raises ethical concerns as it undermines the integrity of academic evaluation and learning, implying that the student is not producing new work or ideas.

### What about images, videos, and music?

Using an image, video, or piece of music in a work you have produced without receiving proper permission or providing an appropriate citation is plagiarism. The following activities are very common in today's society. Despite their popularity, they still count as plagiarism.

- Copying media (especially images) from other websites to paste them into your own papers or websites.
- Making a video using footage from others' videos or using copyrighted music as part of the soundtrack.
- Performing another person's copyrighted music (i.e., playing a cover).
- Composing a piece of music that borrows heavily from another composition.

(Plagiarism.org, 2017)



## Consequences of Academic Plagiarism

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## Access to Information



#### What is the result if you found commit plagiarism in EdUHK?

Refer to "Chapter 8 Academic Honesty and Copyright" of Student Handbook 2025/26:

"Any proven acts of academic misconduct may result in the imposition of penalties which include, but are not limited to, **suspension of studies** for a period of time; **deferment of graduation** for a period of time; and/or **dismissal from the University**."

https://www.eduhk.hk/re/student\_handbook/en/Academic-Honesty-And-Copyright.html



## **Prevention of Plagiarism**

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Cite the sources properly

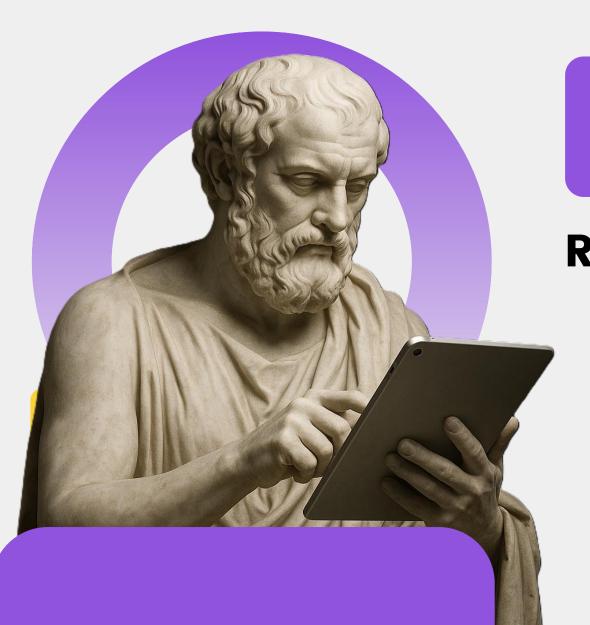
An overview of various citation styles (APA, MLA, Chicago) used across disciplines, emphasizing their specific rules and formats which students must apply in academic writing

2 Paraphrase

Paraphrase the information, content, or ideas from the original works

Be original

Use your own word and your own idea



## **Referencing Style**

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## **Common Referencing Styles**

#### **Author-Date**

Among epidemiological samples, Kessler (2003) found that earl social anxiety disorder results in a more potent and severe cours also found . . . The study also showed a high rate of comorbidity alcohol abuse or dependence and major depression (Kessler, 200

Example: Schiff (2022) https://doi.org/10.1007/s40593-021-00270-2

- APA
- Harvard

#### Numeric

aise significant privacy concerns [1]. Many open-source easily offline and operated under secured commodity 1 cost concerns, for instance, Llama 2-13B (Llama 2) [2], stral) [3], Mistral-7B-instruct-v0.2 (Mistral) [4]. These atency models may be able to overcome the immediate

- Vancouver
  - IEEE

#### Author-Date & Numeric

Ernest Hemingway is a U.S. writer that is widely considered one of the most relevant stylists in American Literature. His writing is characterized by an objective and terse prose style, with language that is simple on the surface, but deliberate in actuality

His terse, disciplined approach to writing occasioned a lot of comment and controversy and made him one of the most dramatic writers of the 20th century. The Old Man and the Sea, widely regarded as Hemmingway's masterpiece, reflects his unique writing style and deals with the theme of narrating great ethical challenges 2 Footnote

- Johnson et al., "Footnotes in Chicago Style," 42-45.
   Johnson, "Chicago Format," 18.

Footnotes

Chicago

numbers

## Citation System of EdUHK



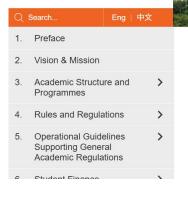
### Details of the requirement of citation system of EdUHK

#### **Chapter 14: Citation System**

https://www.eduhk.hk/re/student\_handbook/en/Citation-System.html (ENG)

https://www.eduhk.hk/re/student\_handbook/tc/Citation-System.html







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 (<a href="https://www.lib.eduhk.hk/refworks/">https://www.lib.eduhk.hk/refworks/</a>) useful for generating citations and bibliographies. You may also refer to the Library online tutorial "Citing Information" for additional information (<a href="https://libguides.eduhk.hk/citing-information">https://libguides.eduhk.hk/citing-information</a>).

#### Writing a reference for a printed material

The following are common types of citing sources:

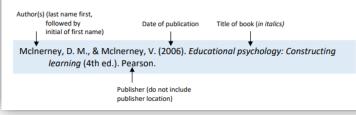
Book

Chapter

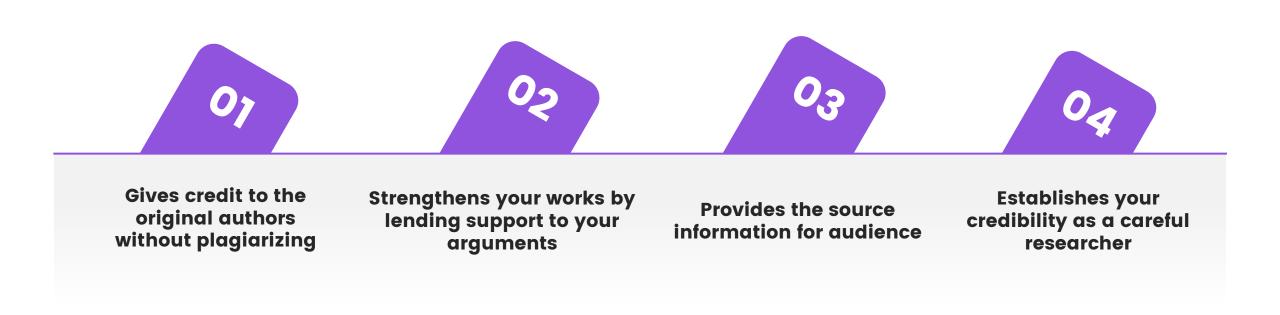
- Chapter in a book
- Article in a journal, newspaper/magazine
- · Report, thesis or academic paper

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

#### Book

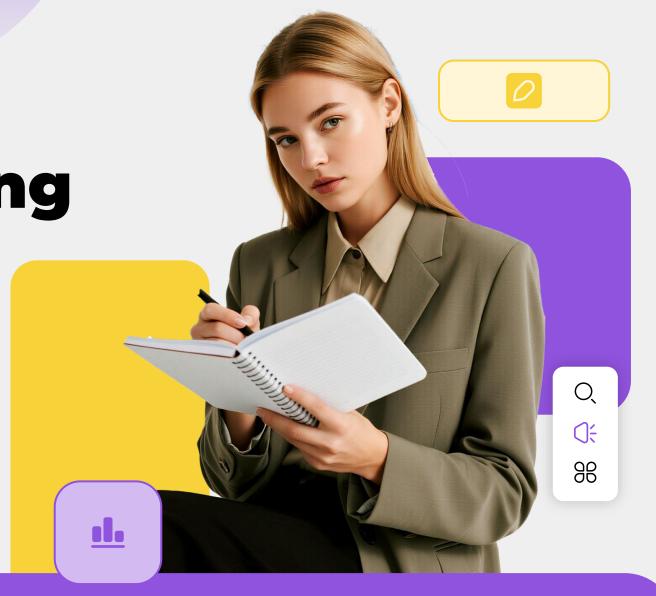






**APA Referencing** 

**Style** 

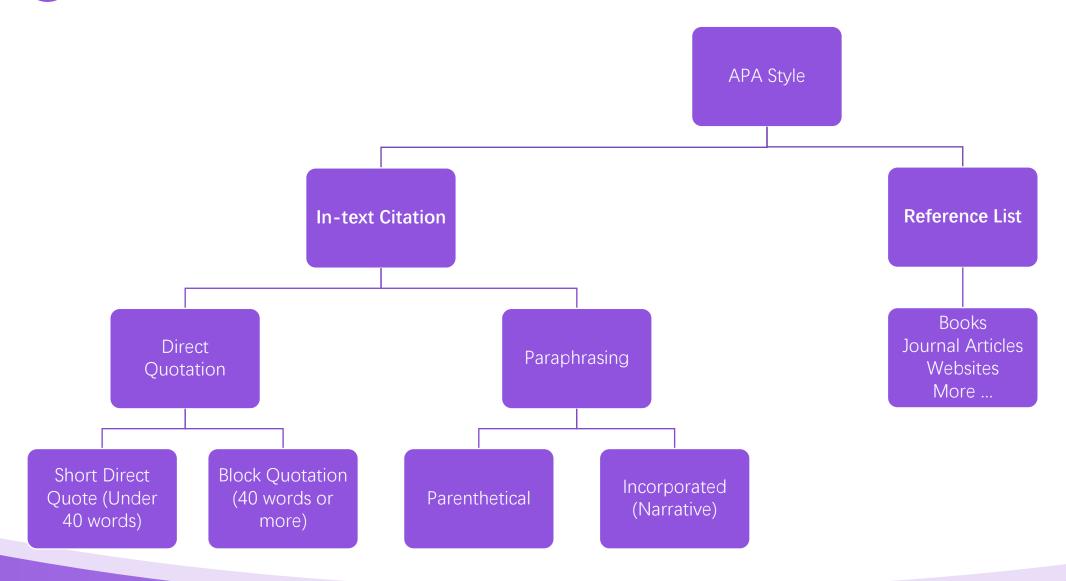




## **Brief on APA Referencing Style**

- Developed by the American Psychological Association
- Widely used in Psychology & Social Sciences journals
- 7th ed. was released in October 2019
- Students and staff of EdUHK are required to use APA Style for their reference list unless otherwise stated

## **APA Style Overview**





## **In-Text Citation**

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## What is paraphrasing?



### **Paraphrasing**

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A paraphrase of something is the same thing written or spoken using different words, often in a simpler and shorter form that makes the original meaning clearer

#### **Key points:**

- Express important ideas in your own words to make it more concise and clear
- Keep as faithful as possible to the original meaning



- Citation should include:
  - Author(s)
  - Year
  - \*\*\*Page number is **not required**, apart from in-text quotation\*\*\*

#### **Parenthetical**

Interpersonal conflict has been associated with higher levels of emotional reactivity, particularly in adolescent girls versus adolescent boys (Cook et al., 2013).

Author's name is not included in the narrative

#### **Incorporated**

Hsu and Cheung (2013) demonstrated that children cannot distinguish white lies and strategic lies unless they have developed an interpretative theory of mind.

Author's name appears as part of narrative



Format of Citing Sources with Single or Multiple Authors



## In-Text Citation - Direct Quotation (Fewer Than 40 Words)

- Use double quotation marks to quote the direct text
- Citation should include
  - Author name(s)
  - Year
  - Page number(s)

## Direct Quotation: Example 2

Research on the effects of material possessions on happiness has suggested that "certain properties of trips to Disney World may affect happiness in ways that differ from the properties of Rolex Watches" (Caprariello & Reis, 2013, p.199).

**Direct Quotation:** 

**Example 1** 

Hall et al. (2010) found that "older individuals who use self-protective to respond to health crises are less likely to require physician visits, hospitalization, and surgery" (p.443).

If no page number is found, use paragraph number (para. as the abbreviation for paragraph)

## Direct Quotation: Example 3

There is a need for a new "intellectual framework in which to consider the nature and form of regulation in cyberspace" (Basu & Jones, 2007, para. 4)



## In-Text Citation - Direct Quotation (More Than 40 Words)

- Use block quotation for the direct text
  - Double-spacing
  - Indent the block ½ inch from left margin
- Citation should include
  - Author name(s)
  - Year
  - Page number(s)

#### Citing Block Quotations

Indirect speech may serve a number of purposes:

Doublespace

We suspect that the strategic use of indirect speech to keep certain

problematic facts out of common knowledge can be extended to explain

1/2 inch

→ a variety of emotionally fraught social phenomena, including hypocrisy,

taboo, tact, euphemism, piety, mock outrage, ostensible invitations,

political correctness, and other examples of emperor's new clothes and

elephants in the living room. (Lee & Pinker, 2010, p. 802)

## In-Text Citation - Footnotes

- Footnotes are <u>not required</u> in APA referencing style in both in-text or reference list, unless:
  - Provide additional content
  - Acknowledge copyright permission status

## Format of Citing Multiple Sources

#### **Citing Multiple Works**

Several studies (Franklin & Combs, 2012; Michigan State University, 2010; Miller et al., 2009; "Study Finds," 2007) have demonstrated the importance of this matter.

Stated alphabetically

## Citing Multiple Works by the Same Author

A number of guidelines address this issue (American Psychological Association [APA], 2003, 2005, 2006; Greene et al., n.d., 2007). Furthermore, Smith's (2012, in press) research lends further insight.

Stated chronological order

## Citing a Source Multiple Times

Among epidemiological samples, Kessler (2003) found that early onset social anxiety disorder results in a more potent and severe course. Kessler also found ... The study also showed a high rate of comorbidity with alcohol abuse or dependence and major depression (Kessler, 2003).

- Include date for the first citation
- Mention the same source again using the incorporated format
  - You can omit the year in the subsequent one when it is not confused with other
- Always include the year for parenthetical format



### Same or Insufficient Information of Sources

## Multiple References With Identical Authors and Dates

Training materials are available (National Institute of Mental Health [NIMH], 2009a, 2009b; University of Virginia, n.d.-a, n.d.-b).

Differentiate by putting a lowercase letter after the year in both the in-text and the reference list entry, e.g. (Mikati, 2015a, 2015b)

#### **Avoiding Ambiguity**

Example of 2 works with these authors: Anderson, Smith, Garcia, and Kim (2021)

Anderson, Smith, Johnson, and Lee (2021)

#### Proper citations:

Anderson, Smith, Garcia, et al. (2021) Anderson, Smith, Johnson, et al. (2021)

When multiple works with three or more authors published in the same year shorten to the same in-text citation, to avoid ambiguity, write out enough author names to distinguish the references, then abbreviate the remaining names as "et al."

#### No Given Date

Training materials are available (National Institute of Mental Health [NIMH], 2009a, 2009b; University of Virginia, n.d.-a, n.d.-b).

For works in press OR with no date, insert "in press" or "n.d." instead of date

#### No Given Author

Using title of an article, chapter, or web page in place of author Example:

("Study Finds," 2007).

#### No Given Author:

- Use double quotation marks around the title or shortened title of an article, chapter, or web page
- Italicise the title of a periodical, book, brochure, or report



**APA: Reference List** 

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**(**):



Reference List vs Bibliography

- A <u>Reference List</u> (also stated as <u>References</u>)
   consists of all sources cited in the text of a paper,
   listed alphabetically by authors' surname.
- A <u>Bibliography</u> contains all sources cited in the text of a paper as well as other works that the author consulted.
- APA Style generally requires reference list, <u>not</u> bibliography.



## Format of Reference Entry: Books

Books		
Basic	Author, A. A. (Year). <i>Title of book.</i> Publisher. DOI or URL if available	
Entire Book	Damrosch, D. (2003). What is world literature? Princeton University Press. https://doi.org/10.2307/j.ctv301fqn	
Entire Book with Edition	Hardman, A. E., & Stensel, D. J. (2009). <i>Physical activity and health: The evidence explained</i> (2nd ed.). Routledge.	
Edited Book	Ercikan, K., & Roth, WM. (Eds.). (2009). <i>Generalizing from educational research: Beyond qualitative and quantitative polarization</i> . Routledge.	
Book Chapter	Shoho, A. R., Merchant, B. M., & Lugg, C. A. (2005). Social justice: Seeking a common language. In F. W. English (Ed.), <i>The Sage handbook of educational leadership: Advances in theory, research, and practice</i> (pp. 47–66). Sage Publications.	
E-Book Chapter	Tam, C. O. (2021). Development, implementation, and effectiveness of using an online lesson in visual arts education: A design-based study. In C. P. Lim & C. R. Graham (Eds.), <i>Blended learning for inclusive and quality higher education in Asia</i> (pp. 151–170). Springer. <a href="https://doi.org/10.1007/978-981-33-4106-7_8">https://doi.org/10.1007/978-981-33-4106-7_8</a>	



## Format of Reference Entry: Journal Articles

Journal Articles		
Basic	Author, A. A. (Year). Title of article. <i>Title of Periodical</i> , <i>volume</i> (issue), page range. DOI or URL if available	
From Printed Periodical	Hue, MT. (2009). Promotion of spiritual development: Exploration of the self and spiritualism through the practice of Chinese calligraphy. <i>Pastoral Care in Education</i> , <i>27</i> , 63–76.	
Includes Issue no.	Marr, B., & Misser, M. (2008). Writing tutors in the economics classroom: A case study. <i>The Canadian Journal of Higher Education</i> , <i>38</i> (3), 21–36.	
From Online Periodical with DOI (Digital Object Identifier)	Bore, A., & Wright, N. (2009). The wicked and complex in education: Developing a transdisciplinary perspective for policy formulation, implementation and professional practice. <i>Journal of Education for Teaching</i> , <i>35</i> (3), 241–256. <a href="https://doi.org/10.1080/02607470903091286">https://doi.org/10.1080/02607470903091286</a>	
From Online Periodical without DOI	Sherraden, M. (2018). Asset building as social investment. <i>Journal of Sociology &amp; Social Welfare</i> , 45(4), 35–54. <a href="https://scholarworks.wmich.edu/cgi/viewcontent.cgi?article=4242&amp;context=jssw">https://scholarworks.wmich.edu/cgi/viewcontent.cgi?article=4242&amp;context=jssw</a> ***Use Journal's URL instead of DOI***	



## Format of Reference Entry: Newspaper Articles

Newspaper Articles		
Basic	Author, A. A. (Year, Month Day). Title of article. <i>Title of Newspaper</i> , page range. URL if available	
Printed	Mukhopadhyay, A. (2020, May 5). The value of education. <i>South China Morning Post</i> , B4.	
Online	Andrews, E. L. (2009, April 19). U.S. may convert banks' bailouts to equity share. <i>The New York Times</i> . <a href="https://www.nytimes.com/2009/04/20/business/20bailout.html">https://www.nytimes.com/2009/04/20/business/20bailout.html</a> ***URLs in references should link directly to the cited work when possible***	

# Format of Reference Entry: Webpages

Webpages	
Basic	Author, A. A. (Year, Month Day). <i>Title of work</i> . Site Name. URL
	Allott, K. (2020, June 10). <i>The need to incorporate cognitive functioning into case formulation and treatment</i> . IEPA. <a href="https://iepa.org.au/network-news/the-need-to-incorporate-cognitive-functioning-into-case-formulation-and-treatment/">https://iepa.org.au/network-news/the-need-to-incorporate-cognitive-functioning-into-case-formulation-and-treatment/</a>
	The Education University of Hong Kong. (n.d.). Vision & mission.  https://www.eduhk.hk/en/about/vision-and-mission  ***Omit the site name when the author and site name are the same***

## 9

### **Basic of Reference List Order**

- Arrange by authors in alphabetical order by the surname of the first author
  - Followed by the initials of the author's given name
- Reference with the same author(s)
  - Chronologically by year of publication
  - No date publication put first, and in-press publication put last of same author(s)' works

```
• e.g. Jones, T., & Nelson, R. (n.d.)
Jones, T., & Nelson, R. (1999)
Jones, T., & Nelson, R. (2012)
Jones, T., & Nelson, R. (in press)
```

Multiple-author entries with same first author

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    e.g. Baker, T. C., & Davis, L. (2010)
    Baker, T. C., & McMahon, O. W. (2005)
```

By "alphabetical order of author(s)" and then "year"



### Formats of Reference Components

- Formats are slightly different depending on the **type** of reference material, i.e. books, journal articles, online video clips, etc.
- Double-spaced, and each entry has a hanging indent
- For a hyphenated first name, retain the hyphen and include a period after each initial, e.g. Hue, M.-T. (2009)

#### **Non-English Publication**

- Give the original title of the work and translate the title into English with square brackets in the reference list
- Transliterate the reference into the English alphabet if the source was written in Chinese

e.g.

Sack, F. (2006). *Das offene Haus: Für eine neue Architektur* [Open house: Towards a new architecture]. Jovis.

Ye, Q., Lin, B., & Cheng, J. (2006). *20 shiji xifang* rensheng zhexue [The Western philosophy of life of 20th century]. Remin Chubanshe.

#### **Publisher Sources**

- Do not include the publisher location in the reference
- Omit the publisher from the reference to avoid repetition when the author is the same as the publisher e.g.
  - Coles-Ritchie, M. (2009). *Inciting change in secondary English language programs: The case of Cherry High School.* Palgrave Macmillan.
  - Haughey, J. C. (2009). Where is knowing going?: The horizons of the knowing subject. Georgetown University Press.
  - American Psychological Association. (2020). *Publication* manual of the American Psychological Association (7th ed.).



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## Resources

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## EdUHK Library Guides: Citing Information

https://libguides.eduhk.hk/citing-information

Cite AI-Generated Content
<a href="https://libguides.eduhk.hk/c.php?g">https://libguides.eduhk.hk/c.php?g</a>

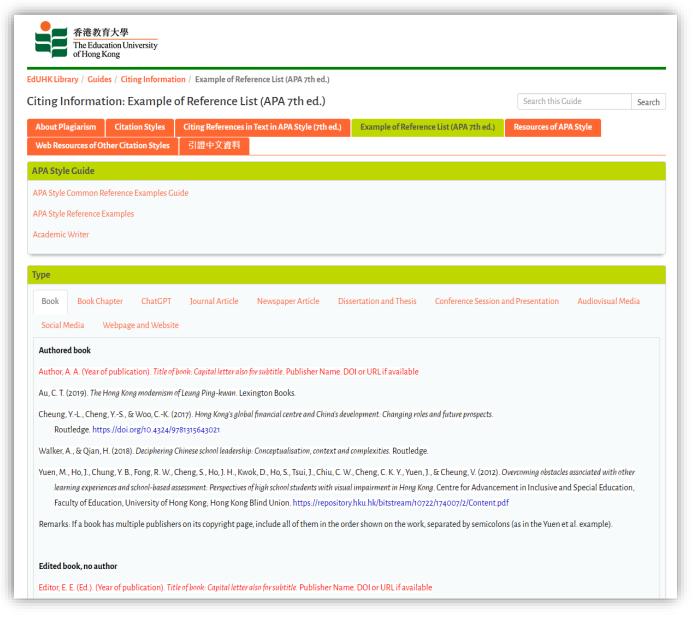
<u>=966618&p=7025797</u>

### EdUHK Guidelines for Using AI Tools: For Students

https://www.lttc.eduhk.hk/forstudents/guidelines-for-using-aitools-students/

For Staff

https://www.lttc.eduhk.hk/forstaff/aiguide/



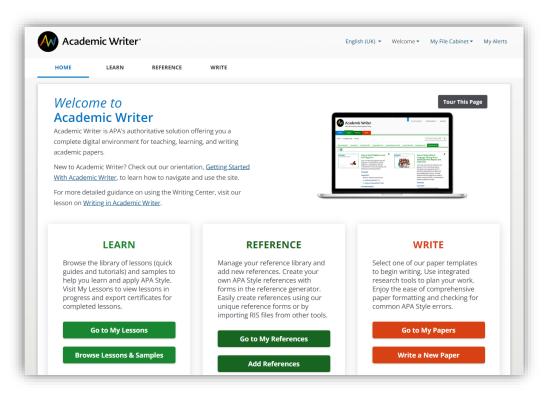


#### **Library Database**

**Academic Writer** 

https://www.lib.eduhk.hk/databases/academic-writer

A very useful online application providing tutorials for learning APA citation of different types of resources and APA Style paper templates





#### **Avoiding Plagiarism**

Citing Information: About Plagiarism (EdUHK Library)

https://libguides.eduhk.hk/citing-information

Student Guide to Scholarly Integrity (Princeton University)

https://odoc.princeton.edu/curriculum/academic-integrity

Purdue Online Writing Lab

https://owl.purdue.edu/owl/

#### **Intellectual Property & Copyright**

IP in Hong Kong (Intellectual Property Department)

https://www.ipd.gov.hk/en/ip-overview/ip-in-hong-kong/index.html

Copyright and Education (Intellectual Property Department)

https://www.ipd.gov.hk/en/copyright/faqs-and-guidance-notes/copyright-and-

education/index.html

Copyright Protection in the Hong Kong SAR (Hong Kong Reprographic Rights

Licensing Society)

https://www.hkrrls.org.hk/en/copyright/copyright-protection-in-the-hong-kong-sar

## Resources

#### APA Referencing Style

Publication Manual
 American Psychological Association. (2020). Publication manual of the American Psychological Association (7th ed.).

- Online Resources from APA
  - APA Style https://apastyle.apa.org/
  - APA Style Blog https://apastyle.apa.org/blog
  - APA Style Reference Examples
     https://apastyle.apa.org/style-grammar-guidelines/references/examples
  - APA Style Reference Quick Guide https://apastyle.apa.org/instructional-aids/reference-guide.pdf
  - Guide to What's New in the Publication Manual of the American Psychological Association, Seventh Edition
     https://apastyle.apa.org/instructional-aids/whats-new-7e-guide.pdf

## References

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- Oxman, N. (2010). *Material-based design computation* [Doctoral dissertation, Massachusetts Institute of Technology]. DSpace@MIT. <a href="https://dspace.mit.edu/handle/1721.1/59192">https://dspace.mit.edu/handle/1721.1/59192</a>
- Plagiarism.org. (2017, May 18). What is plagiarism? https://www.plagiarism.org/article/what-is-plagiarism
- Schiff, D. (2022). Education for AI, not AI for education: The role of education and ethics in national AI policy strategies. *International Journal of Artificial Intelligence in Education*, *32*(3), 527–563. <a href="https://doi.org/10.1007/s40593-021-00270-2">https://doi.org/10.1007/s40593-021-00270-2</a>
- Weaving. (2009, January 15). In *Wikipedia*. https://en.wikipedia.org/w/index.php?title=Weaving&oldid=264265118

# **QUESTIONS?**

Ask your Librarian @ Information Counter

2948 6653

libinfo@eduhk.hk

9514 9655 (Mon-Fri, 9am-5pm)

https://app.lib.eduhk.hk/zoom







#### OTHER INFORMATION

## Library Skills Workshop



https://app01.lib.eduhk.hk/workshop/

Username should be "s" + the first 7 digits of your student ID (i.e. s1234567). You do not need to enter the domain "@s.eduhk.hk".

用户名为 s 加上您学生证的前 7 位数字 (i.e. s1234567) · 无需输入域名 "@s.eduhk.hk"。

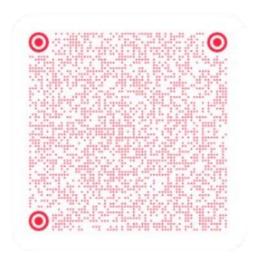


**Evaluation form** 

#### OTHER INFORMATION

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