

Referencing Policy

Approval

Section 1 - History

(1) Before August 2006, the the University produced the the University Referencing Guide which provided information about the approved referencing style to be used in all subjects taught at the the University. In August 2006, the Academic Senate approved that the the University cease to use the referencing guide and approved that Schools should determine the referencing style to be used in all discipline areas in the School (and where a School does not approve a style that the default referencing style be determined by the Faculty). Given that a discipline area may be taught across more than one campus and/or more than one School, this Policy was further amended so that the various discipline groups (based on the the University discipline codes) in Faculties determine the referencing style to apply in a discipline.

Section 2 - Policy

(2) There is no single compulsory referencing style that is to be used by staff and students at the the University. Rather, the Faculties have authority to approve the referencing style that is appropriate for use in their discipline areas (in this context disciplines are as defined in the the University Discipline Codes).

(3) The approved referencing style for a discipline area is to be included in subject outlines and other teaching materials provided to students.

(4) Where a the University Discipline group has not approved a referencing style to be used for their discipline areas, then the Faculty is required to approve a default style which will then be used in all teaching materials provided to students in that discipline area within the Faculty.

Section 3 - Procedures

(5) Discipline groups within each Faculty will recommend to the Faculty Board the referencing style that is appropriate for use in their discipline area.

(6) Faculty Board will then approve the referencing style(s) to be used for their discipline areas.

(7) Where a the University Discipline group has not recommended a referencing style to be used in their discipline area then the Faculty Board is to approve the referencing style to be used.

(8) The approved referencing style is to be included in subject outlines and all other teaching materials provided to students.

(9) The Division of Student Services is responsible for establishing and maintaining a website that provides up-to-date information about the referencing styles approved by Faculties and links to authoritative content on the approved referencing styles.

Section 4 - Guidelines

(10) This Policy determines the referencing style to be used by academic staff in preparing materials for dissemination to students and the referencing style to be used by students in work that they submit for assessment in a subject.

(11) It recognises that there is no universal style applicable to all discipline areas and that even within a single discipline area many styles may be adopted depending on circumstances (e.g. journal requirements). However, by using a single discipline style or default Faculty style this simplifies processes for various divisions (e.g. CELT).

(12) In terms of students, the policy is educative with the primary goals of developing students' awareness of the importance of referencing and the need to use a coherent, uniform and acceptable style. It is inappropriate to apply penalties to students who adhere to these principles but do not conform to a particular the University discipline style.

Status and Details

Status	Historic
Effective Date	23rd May 2014
Review Date	28th February 2015
Approval Authority	Academic Senate
Approval Date	22nd May 2014
Expiry Date	3rd February 2015
Unit Head	Cassandra Webeck University Secretary +61 2 6338 4258
Author	Megan Bond Manager, Academic Senate
Enquiries Contact	Office of Academic Governance +61 2 63384831