

Referencing Policy

Section 1 - Purpose

(1) Before August 2006, Charles Sturt University (the University) produced the University Referencing Guide which provided information about the approved referencing style to be used in all subjects taught at Charles Sturt University. In August 2006, the Academic Senate approved that 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 Charles Sturt University discipline codes) in Faculties determine the referencing style to apply in a discipline. The Policy was amended in 2014 to provide specific instruction as to requirements around information provided to students in Subject Outlines and to align with the Charles Sturt University Assessment and Moderation Policies and nomenclature associated with organisational restructures.

Section 2 - Glossary

(2) Nil.

Section 3 - Policy

(3) There is no single compulsory referencing style that is to be used by staff and students at Charles Sturt 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 Charles Sturt University Discipline Codes).

(4) Where a Charles Sturt University Discipline group has not approved a referencing style to be used for their discipline area, 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.

(5) In Subject Outlines, each assessment item should clearly indicate the referencing style (if required), with this requirement reflected in marking criteria and standards.

(6) Assessment details in Subject Outlines should direct students to a comprehensive style guide for the referencing style required. Should the American Psychological Association (APA) be the required style, students should be directed to the University [Referencing website](#).

(7) Subject materials, presentations and resources including Subject Outlines should model best practice in relation to referencing and use the required referencing style for the subject consistently throughout the materials.

Section 4 - Procedures

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

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

(10) Where a Charles Sturt 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.

(11) The required referencing style for each assessment item is to be included in Subject Outlines and all other teaching materials provided to students. Referencing requirements should be reflected in marking criteria and standards.

(12) Students should be directed to a single Guide that supports the required referencing style for each assessment task. For those tasks requiring the use of APA, students should be directed to the University [Referencing website](#).

(13) The directions in this Policy should be assessed as compliant each session though the Pre Subject moderation of Subject Outlines.

(14) The Office for Students is responsible for maintaining the University [Referencing website](#) that provides up-to-date information and assistance with referencing. Faculties wishing to develop referencing materials or resources should work collaboratively with the Office for Students.

Section 5 - Guidelines

(15) 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.

(16) 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.

(17) The Policy aims to be 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. In order to support this development, students should be provided with clear and unambiguous information relating to assessment expectations, marking criteria and standards and guidance as to where additional information can be accessed.

Status and Details

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