

Referencing Styles Guidelines

1. These guidelines encourage academic integrity and rigour by giving clear and consistent referencing advice to students.
2. These guidelines aim to:
 - a. direct students to resources which assist in learning and using correct and consistent referencing methods within disciplines;
 - b. direct students to referencing software tools;
 - c. provide a framework for academic staff involved in the preparation of learning and teaching materials in presenting those materials in a consistent manner; and
 - d. reduce incidences of unintentional plagiarism arising from lack of, or incorrect, acknowledgement or citation of third party works within student writing.
3. A referencing style refers to a formal recognised system for presenting sources of information presented in the body of text and listed in the bibliography or reference list of an academic document.
4. Referencing work is an essential part of most academic activity. Correct citation within individual disciplinary requirements is an important component of academic writing and expression. Many students experience difficulty in using referencing appropriately and consistently. This situation is exacerbated where students are directed to a variety of requirements and styles across units. A consistent approach and clear guidelines assist in maintaining appropriate academic standards and help students to reference their work correctly. Incorrect referencing can lead to allegations of plagiarism, which are treated as student academic misconduct, and can have serious consequences for students.
5. The University Library makes available information on all major referencing styles endorsed by the University. This information is accessible at the Library [website](#).
6. Each school nominates a referencing style(s) based on a recognised publishing authority. Normally one style per school will be nominated, however discipline diversity within schools may require judicious use of more than one referencing style across a school. The School Academic Committee approves the referencing style, or styles, adopted by the School, and these decisions are reported to the Academic Senate's Education Committee.
7. Learning Guides provided to students for each unit provide details of the nominated referencing style.
8. All assessment items requiring referencing provide explicit directions to students outlining referencing requirements, and nominate the referencing style to be used.
9. The Library maintains a reference and citation website that documents, and provides information in the use of the major nominated styles adopted across schools.

10. Supported referencing styles are:
 - a. [APA \(American Psychological Association\)](#)
 - b. [Harvard WesternSydU](#)
 - c. [MLA \(Modern Languages Association\)](#)
 - d. [Vancouver](#)
 - e. [Australian Guide to Legal Citation](#)
 - f. [Chicago](#)
11. The University subscribes to and provides access to the online bibliographic management programs, RefWorks and Endnote which facilitate the creation of personal databases of references and automatically format references and bibliographies.
12. Online support for RefWorks and Endnote is available from the Library website "Referencing and Citation". Face to face Endnote training is restricted to staff and postgraduate students.

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[Previously *Referencing Styles Policy* - Refer AS18:05/06]