



# Referencing advice: Guidelines for staff

## Background and scope

1. Providing students with clear and consistent advice on referencing to maintain academic integrity and promote ethical behaviour is a shared responsibility that involves teaching staff, the Library, and Assessment Committee. It supports student success and assists the University in meeting [TEQSA requirements](#).
2. These guidelines document:
  - a) The role of teaching staff, the Library, Assessment Committee in providing up to date referencing information and resources to students.
  - b) Referencing styles in use at the University, endorsed by Assessment Committee.
  - c) Referencing software licensed by the University and support for using referencing software.
3. A referencing style refers to a system for acknowledging sources of information in the body of text and in the bibliography or reference list in assessment submissions or other forms of academic writing.

## Responsibilities

4. Teaching staff:
  - a) Ensure that explicit expectations of requirements for referencing or acknowledging sources, including the referencing style to be used, are included for all assessment tasks in Subject Outlines and in writing in task instructions.
  - b) Provide clear and current advice to students on how to acknowledge the use of generative AI where it is permitted in any assessment tasks, following the latest advice on the Library website. This includes advice on:
    - i. Whether and how any text output from generative AI should be acknowledged
    - ii. How to acknowledge images produced using generative AI tools
    - iii. How to acknowledge any use of generative AI to generate ideas, analyse data, solve problems, or provide significant feedback.
  - c) Direct students to relevant referencing resources and support programs on the Library website.
5. The Library:
  - a) Supports a selected number of referencing styles, as listed in these Guidelines, and provides information and access to support programs on the Library [website](#).
  - b) Monitors new and emerging trends and issues that may affect the use of referencing e.g. generative AI, and updates resources on the selected referencing styles as required.



- c) Makes recommendations to Assessment Committee to support approaches to referencing in assessment.
  - d) Implements strategies to ensure that changes to referencing information does not disadvantage students and communicates any updates to referencing information to staff and students through Library broadcast channels.
  - e) Provides Endnote training for students.
6. Assessment Committee:
- a) Reviews and endorses referencing styles in use in schools and these guidelines on an annual basis.
  - b) Considers and recommends approaches to referencing in assessment in response to new and emerging trends and issues that align with Library resources e.g. strategies for acknowledging the use of generative AI in assessment.
  - c) Provides staff resources on approaches to referencing in assessment in response to new and emerging trends and issues on the [academic integrity staff resources](#) SharePoint site.

### Referencing styles

- 7. Referencing styles in use at the University are reviewed and endorsed by Assessment Committee as part of an annual review of these guidelines.
- 8. Referencing styles currently in use:
  - a) [APA \(American Psychological Association\)](#)
  - b) [Harvard WesternSydU](#)
  - c) [MLA \(Modern Languages Association\)](#)
  - d) [Vancouver](#)
  - e) [Australian Guide to Legal Citation](#)
  - f) [Chicago.](#)

### Referencing software

- 9. The University subscribes to and provides access to the online bibliographic management program Endnote. Endnote is used to create and manage personal databases of references and automatically formats citations and reference lists.
- 10. [Access to Endnote](#) is available via the Library website.
- 11. [Endnote resources](#) are available from the Library website. Face to face [Endnote training](#) is available to undergraduate, postgraduate and HDR students and staff.

Version 2

Approved by Deputy Vice-Chancellor and Vice President, Education

9 October 2024

[Previously *Referencing Styles Guidelines* version 1]