
Referencing Styles Policy

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Referencing Styles Policy

Policy Statement

Referencing sources of information is an essential part of most academic activity. Correct citation according to Governance Institute of Australia (hereafter referred to as Governance Institute) course requirements is an important component of expression of ideas in academic work. 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 subjects. A consistent approach and clear guidelines assist in maintaining appropriate academic standards and helps 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. Governance Institute's education offerings are delivered under the brand Governance Academy.

Aims and Objectives

1. This policy aims to:
 - a. encourage academic integrity and rigour by providing clear and consistent referencing guidance to students;
 - b. provide a framework for academic staff involved in the preparation of learning and teaching materials in presenting those materials in a manner consistent with this policy; and
 - c. reduce incidences of unintentional plagiarism arising from lack of, or incorrect, acknowledgement or citation of sources of information within student work. Failure to correctly acknowledge information sources can constitute plagiarism and may incur academic penalty as set out in the Student Academic Misconduct Policy.

Definitions

2. For the purposes of this policy:

- **Referencing style:** refers to a formal recognised system for presenting sources of information presented in academic work and listed in the reference list.

Roles and Responsibilities

3. The Course Management Sub-committee approves the referencing style for the postgraduate course, which is outlined in the referencing guide.
4. The Academic Leads and academic staff are responsible for informing students that the referencing style is outlined in the referencing guide.
5. The referencing guide for the approved referencing style is provided in Governance Institute's online learning centre.

Reference Management Software

6. Governance Institute does not provide access to reference management software. However, a range of a standard software tools for publishing and managing bibliographies, citations and references, such as EndNote, are available on the internet.

Related Documents

- Governance Institute of Australia Referencing Guideline
- Governance Institute of Australia Student Academic Integrity Policy
- Governance Institute of Australia Student Academic Misconduct Policy
- Governance Institute of Australia Subject Learning Guides Policy

External Legislation

- Higher Education Standards Framework: Threshold Standards 2021 (Cth).

Version History

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*****END OF POLICY*****