

## **Governance Institute of Australia**

### **Referencing Styles Policy**

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<b>Document Classification</b>	Academic Governance
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<b>Summary</b>	This policy describes the referencing style to be followed by students in the production of academic work for any Governance Institute of Australia subject in which they are enrolled.
<b>Authoring Department</b>	Education
<b>Contact</b>	General Manager, Education
<b>Applies to</b>	Higher Education
<b>Distribution</b>	External
<b>Related documents</b>	Governance Institute of Australia Referencing Guideline Governance Institute of Australia Student Academic Misconduct Policy Governance Institute of Australia Subject Learning Guides Policy
<b>Review date</b>	2020 Q4

**Issued under the authority of Governance Institute of Australia Board of Directors**

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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 guideline assists 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.

### **Aims and Objectives**

This policy aims to:

1. Encourage academic integrity and rigour by providing clear and consistent referencing guidance to students.
2. 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.
3. 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**

4. For the purposes of this policy:

- a. 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**

5. The Subject Team is responsible for informing students on the referencing style to be used via the Subject Learning Guide. (See Subject Learning Guides Policy)
6. A guideline for the approved referencing style is provided in Governance Institute's online learning centre.

## **Reference Management Software**

7. 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 Misconduct Policy
- Governance Institute of Australia Subject Learning Guides Policy

### **Acknowledgement:**

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