Referencing Policy

# Introduction

The purpose of this policy is to provide clear guidance for students and staff on the approaches to referencing used by York St John University.

# Scope of Policy

This policy covers referencing across all Schools and applies to all academic staff and students.

# Overview

All taught students will be directed to use a single referencing style for their subject. In many cases this will be Harvard (Cite Them Right version), except where there is an agreed alternative for specified subjects. At undergraduate level, the key focus will be on student understanding of referencing.

# The Policy

* 1. The York St John University policy on referencing is intended to ensure a clear and consistent learning experience for undergraduate students across all Schools.
	2. To help in achieving this consistency, undergraduate students will be asked to use a single, appropriate referencing style for their subject, approved locally by School Quality Panels and noted by the Learning and Teaching Committee. For many subjects this style will be Harvard (Cite Them Right version[[1]](#footnote-1)); however other styles can be accommodated, as required, by the adoption of other Cite Them Right supported styles, e.g. APA for Psychology, OSCOLA for Law, MHRA for History, MLA for English Literature and Creative Writing.
	3. The primary focus of learning, teaching and assessment regarding referencing will be on students’ understanding and application of the principles of referencing, not stylistic accuracy.
	4. Joint Honours students (and Single Honours students studying modules from more than one programme/School) should have the free choice of referencing style from the styles in use in the University. They will not be required to learn more than one referencing style.
	5. Centralised support for the Cite Them Right (online) versions of Harvard, APA, OSCOLA, MHRA and MLA will be provided by the Library through their webpages, the Cite Them Right portal, tutorials, workshops and RefWorks styles. To avoid confusion, inconsistency and duplication of effort, Schools should avoid variants of the agreed referencing styles and the creation of bespoke guidance.
	6. School, Programme or Module handbooks (or equivalent) should clearly state the referencing style that is used by that School (or, where relevant, subject). Links to the Referencing Policy and the relevant guidance on Cite Them Right Online can be obtained from the School’s Academic Liaison Librarian. The referencing statement will include guidance for Joint Honours students, where appropriate.
	7. Resources used in documents and Moodle should be referenced using the appropriate subject style.

# Communication and Adherence

Learning and Teaching Leads will have ongoing responsibility for communicating the policy to their School. The policy will be brought to the attention of new external examiners through the induction process managed by Registry. The Chair of each School Quality Panel will have ongoing responsibility for ensuring that the policy is enacted and adhered to within their School.

School Quality Panels will have responsibility for the approval of which of the five University referencing styles are to be used on undergraduate programmes.

Learning and Teaching Committee will have ongoing oversight of the University referencing policy. Before any additional referencing styles can be implemented, an academic and business case should be brought to Learning and Teaching Committee for approval.

1. Cite Them Right is a web-based citing and referencing resource available at <https://www.citethemrightonline.com/> [↑](#footnote-ref-1)