



ACADEMIC PRACTICE & STUDENT EXPERIENCE

STANDARD REFERENCING POLICY

Rationale

In response to student and staff concern about the proliferation of different referencing systems within the university, UEL's Academic Board (2010) has agreed to adopt the Harvard author/date referencing convention as standard throughout the university*

We have chosen the publication "*Cite them right*" (Pears and Shields, 2008) to provide the template for our Harvard system. *Cite them right* is widely employed in the HE sector, currently in use in most Schools, recommended by Library and Learning Services and offers a system that can be well supported within available resources.

Our Policy

1. That the Harvard referencing system based on *Cite them right*, which is a comprehensive guide to all aspects of referencing and in use and well regarded within the sector is used across the University.
2. That *Cite them right*, be used in all programmes, materials and assessment requirements both within UEL and all distance learning and collaborative partnerships, excepting where professional requirements dictate otherwise and where Academic Board has agreed this exception*
3. We will make *Cite them right* available to all students by way of our virtual learning environment (UEL Plus) and through our Library and Learning Services Web Pages. We will also ensure that campus bookshops stock the hard copy version for students to purchase if they so wish.
4. We will provide an Endnote template which accommodates *Cite them right* for use by both staff and students.
5. All Module Specifications, Module Handbooks and all student-facing materials will use *Cite them right*.
6. We will ensure that study guides for our Skills Modules and Module Guides are using *Cite them right*.
7. Induction for new academic staff will include reference to *Cite them right*.
8. We will ensure that information on *Cite them right* is incorporated into the training of PGR Supervisors and Staff from the International Office and UELSU.

9. We will ensure that information on *Cite them right* is incorporated into the induction of International Students, organised by the International Office
10. Through our annual academic integrity awareness campaigns we will regularly draw attention to correct referencing, avoiding plagiarism and the use of *Cite them right* to both staff and student's attention and ensure that all materials are regularly updated.

** Professional body requirements will, however, take precedence as in the case of the Field of Psychology who will continue to use the Harvard variant for the American Psychological Association or 'APA', as agreed by Academic Board.*

Implementation

- Following a phased introduction in 2010/11, this policy will be implemented at UEL in full, for the commencement of the 2011/12 academic year
- All UEL collaborative partners are required to implement this policy before the end of the 2011/12 academic year.