Referencing Styles Policy

Health Education and Training Institute Higher Education

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TRIM Document Classification	Governance
Framework Part	Part 3 – Course Delivery Standards
Approval date	17 January 2025
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Summary	This policy describes the referencing style to be followed by students in the production academic work for the HETI HE course in which they are enrolled.
Keywords	APA, citation, unintentional, plagiarism, referencing style, Vancouver, EndNote
Authoring Portfolio	Mental Health
Contact	Director Mental Health Portfolio and Higher Education
Consultation	as per Document History
Distribution	Higher Education
Applies to	Higher Education
Related documents	Health Education and Training Institute Higher Education APA Referencing Guideline Health Education and Training Institute Higher Education Vancouver Referencing Guideline Assessment Policy - Criteria and Standards-Based Assessment Student Academic Misconduct Policy Unit Learning Guides
Review date	February 2027
Risk Assessment	As per Attachment 1 to this document

Issued under the authority of the Health Education and Training Institute Higher Education Governing Council

Health Education and Training Institute Higher Education Referencing Styles Policy

Policy Statement

Referencing sources of information is an essential part of most academic activity. Correct citation according to Health Education and Training Institute (HETI) Higher Education framework 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 units. 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.

Aims and Objectives

This policy aims to:

1. Encourage academic integrity and rigour by providing clear and consistent referencing guidance to students.
2. Direct students to the preferred referencing software tool EndNote.
3. 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 the framework in which they teach.
4. 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

5.   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 bibliography or reference list.

Procedures

6.   HETI Higher Education has endorsed two referencing styles:

    a. American Psychological Association (APA) (6th Ed.) for use in the Applied Mental Health Studies framework;

    b. Vancouver for use in the psychiatry courses.

7.   Students are informed of the referencing style to be used in the Unit Learning Guide.

Roles and Responsibilities

8.   The Unit Facilitator is responsible for providing guidance to students on the referencing style indicated in the Unit Learning Guide.

9.   Guidelines for the approved referencing styles are provided by library services on the HETI Higher Education website.

Supported Bibliographic Management Software

10.   HETI Higher Education provides access to the online bibliographic management program EndNote. This is a standard software tool for publishing and managing bibliographies, citations and references.

11. Students and staff are able to access EndNote training and support via the library page on the HETI Higher Education website.

Acknowledgement:

DOCUMENT HISTORY

Version	Issued	Status	Author	Reason for Change
v1.1	19 May 2017	Draft	Valerie Rhodes	Amendment of reference to the Academic Misconduct Policy to include the work Student.
v2.0	29 June 2017	Final	Mark Wilbourn	Approved as a minor wording change in policy by Chair T&L Committee
v2.0	22 August 2018	Final	Valerie Rhodes	Updated logos, template and new TRIM Reference
v1.1	03 February 2020	Noted	Susan Grimes	Organisational changes; new policy title, new position title, and responsibilities. Noted by the T&L Committee.
v1.1	18 February 2020	Final	-	Published
V1.2	27 February 2024	Edit	Lorenzo Vigentini	Amendments made to organisational titles, branding as approved at HEAB 20240227.
V1.3	3 December 2024	Edit	Susan Grimes	Removed mention of psychiatric medicine course (defunct) from course.
V1.3	19 December 2024	Draft	Susan Grimes	Endorsed at HEAB
V1.3	17 January 2025	Draft	Susan Grimes	Approved at HEGC.
V1.3	21 January 2025	Final	-	Published

IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

Assessed by:	**Date of Assessment:**		
IMPLEMENTATION REQUIREMENTS	**Not commenced**	**Partial compliance**	**Full compliance**
1.			
	Notes:		
2.			
	Notes: **Relevant Director**		
3.			
	Notes: TRIM reference number -		
4.			
	Notes:		
5.			
6.			
	Notes:		

Attachment 1 - RISK ASSSESSMENT
<Document Title>

1.	Policy/Process being assessed		Notes
	Referencing Styles Policy v1.0		
	Document Number		
	Publication date		
	Scheduled review date	September 2018	
	Date of this risk assessment		
	Name & position of assessing officer		
2.	**Summary of policy purpose (from PD Cover Page)**		
	This policy describes the referencing style to be followed by students in the production academic work for the HETI HE course in which they are enrolled.		
3.	**Agency (HETI) key roles & responsibilities as per PD**		
4.	**Risk Assessment**		
4.1	**Identification of risks – what might happen & how?**		
	1.		
	2.		
4.2	**Analysis of risks – combined estimate of the consequence & likelihood of the risk, using NSW Health Risk Matrix (attached)**		
	• **Consequence:**		
	• **Likelihood:**		
	• **Risk rating :**		
4.3	**Evaluation of risks – comparison of the level of risk as determined against a predetermined criteria to determine whether a level of risk is acceptable or needs to be treated.** Risk level assessed after implementing treatment:		
	• **Consequence:**		
	• **Likelihood:**		
	• **Risk rating :**		
	Evaluation –		

Risk Assessment Approval

Name & position of approving T2 Officer:	
Date:	