

## Health Education and Training Institute Higher Education Referencing Styles Policy

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<b>Summary</b>	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.
<b>Keywords</b>	APA, citation, unintentional, plagiarism, referencing style, Vancouver, EndNote
<b>Authoring Portfolio</b>	Mental Health
<b>Contact</b>	Director
<b>Consultation</b>	as per Document History
<b>Applies to</b>	Higher Education
<b>Distribution</b>	Higher Education
<b>Related documents</b>	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
<b>Review date</b>	September 2018
<b>Risk Assessment</b>	As per Attachment 1 to this document

## Document History

Version	Issued	Status	Author	Reason for Change
v0.1	7 June 2016	Draft	Valerie Rhodes	Draft Document
v0.2	15 June 2016	Draft	Mark Wilbourn	Amendments to Draft
v0.3	4 October 2016	Draft	Valerie Rhodes	Incorporating Feedback
v0.4	12 October 2016	Draft	Mark Wilbourn	Amendments
v0.5	13 October 2016	Draft	Mark Wilbourn	Amendments following circulation to T&L committee
v1.0	7 December 2016	Final	Valerie Rhodes	As approved by Health Education and Training Institute Higher Education Governing Council
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

**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 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. Health Education and Training Institute Higher Education has endorsed two referencing styles:
  - a. American Psychological Association (APA) (6<sup>th</sup> Ed.) for use in the Applied Mental Health Studies framework;
  - b. Vancouver for use in the Psychiatric Medicine framework.
7. Students are informed of the referencing style to be used in the Unit Learning Guide.

## Roles and Responsibilities

8. The Unit Coordinator 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 Health Education and Training Institute Higher Education website.

## Supported Bibliographic Management Software

10. Health Education and Training Institute 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 Health Education and Training Institute Higher Education website.

## 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

### **Acknowledgement:**

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## IMPLEMENTATION CHECKLIST – COMPLIANCE SELF ASSESSMENT

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

## Attachment 1

### RISK ASSESSMENT

<Document Title>

1.	Policy/Process being assessed	Notes
	Document Number	
	Publication date	
	Scheduled review date	
	Date of this risk assessment	
	Name & position of assessing officer	
2.	Summary of policy purpose (from PD Cover Page)	
3.	Agency (HETI) key roles & responsibilities as per PD	
4.	Risk Assessment	
4.1	<b>Identification of risks – what might happen &amp; how?</b>	
	1.	
	2.	
4.2	<b>Analysis of risks – combined estimate of the consequence &amp; likelihood of the risk, using NSW Health Risk Matrix (attached)</b>	
	<ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul>	
4.3	<b>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.</b> Risk level assessed after implementing treatment: <ul style="list-style-type: none"> <li>• Consequence:</li> <li>• Likelihood:</li> <li>• Risk rating :</li> </ul> <b>Evaluation –</b>	

#### Risk Assessment Approval

<b>Name &amp; position of approving T2 Officer:</b>	
<b>Date:</b>	