

# Referencing Statement

Version – v4 – August 2024

**Procedure Author** – Head of Library

**Procedure Owner** – Director of Information Services

**Parent Policy Statement** – Learning, Teaching and Student Success

**Public Access or Staff Only Access** – Public

**Version** – Version 4 – August 2024

**Changes and Reason for Changes** – Application of Language Style guide and Glossary, changes to job titles.



# **Referencing Statement**

## **Introduction**

This statement provides the University's official approach to bibliographic referencing and the tools that support it.

## **Scope of Statement**

The statement covers all bibliographic referencing carried out as part of assessed academic work. It also covers the approved referencing support tools for which University services provide support. The statement applies to all staff and students of the University.

## **Statement**

University of the West of Scotland uses the Cite Them Right (CTR) Harvard System as the standard convention for referencing in all student coursework and examinations.

The statement on referencing is subject to variation where a particular referencing system is used as standard in a particular subject area at national or international level. Any such variation is discussed and agreed by the Learning and Teaching Committee (LTC) and is recorded at the end of this statement.

Local variations to the CTR Harvard System based on personal preferences where no variation has been agreed under this policy are not acceptable.

## **Procedure**

The Library makes available regularly updated guidelines on the use of the CTR Harvard System primarily via the UWS Library LibGuide and also on the Library website, and the virtual learning environment.

Where local variations are agreed by the Learning & Teaching Committee it is the responsibility of the relevant School to make guidelines available to students.

Programme documentation and student handbooks should make explicit reference to this statement and/or to any agreed variations.

## **Knowledge and Skills**

*Library staff provide training and support to staff and students as required.*

## **Agreed exceptions to the CTR Harvard System:**

### *Psychology*

The referencing source that Psychology programmes teach and utilise is APA style - *American Psychological Association* (published). Information is accessed via: <http://www.apastyle.org/>

Print copies of the APA Guidelines are available from UWS Library.

The School (Education & Social Science) will provide referencing guidance to Psychology students via programme handbooks. Students on other programmes in the School will use the CTR Harvard referencing system.

*Scottish Baptist College*

The Scottish Baptist College has a long history of using the Chicago system and the previous Learning, Teaching and Assessment Board agreed they continue to do so and provide their own guidance to staff and students.

*Law*

CTR Harvard referencing is not used in Law. The standard referencing used is Oxford Standard for Citation of Legal Authorities (OSCOLA). Further information is accessed via: <https://www.law.ox.ac.uk/oscola>