

# 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 will be discussed and agreed by the Education Advisory Committee and will be recorded in the appendix to 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 will make 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 have been agreed by the Education Advisory Committee (EAC), 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

Academic Librarians are trained in the use of the CTR Harvard System and will 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 can be 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 has agreed that they should continue to do so and will 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 can be accessed via:

<https://www.law.ox.ac.uk/research-subject-groups/publications/oscola>

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**Procedure Author** – University Librarian

**Procedure Owner** – Director of Information Services

**Parent Policy Statement** – Student Experience

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

**Version** – Version 3 – March 2021

**Changes and Reason for Changes** – reference to Liaison Librarian – previously subject librarian

Changes approved at Education Advisory Committee February 2020

EAC approved:

Approve the University moving to a more widely accepted version of Harvard and dispensing with UWS Harvard. The Working Group recommends 'Cite Them Right Harvard System', which comes with print and eBook support.