Referencing Statement

Version – v5 – August 2026

Procedure Author – Head of Library
Procedure Owner – Director of IT & Digital
Parent Policy Statement – Learning, Teaching and Student Success
Public Access or Staff Only Access – Public
Version – Version 5 – August 2026
Changes and Reason for Changes – Application of use of ‘Cite them Right Harvard’

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

The University of the West of Scotland uses the Cite Them Right Harvard (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 Learning and Teaching 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 on the Library website, and the virtual learning environment.

Where local variations have been agreed by the Learning and Teaching Committee, it is the responsibility of the relevant Faculty 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

Learning and Teaching Librarians have been 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 CITE THEM RIGHT HARVARD SYSTEM ARE AS FOLLOWS:

Psychology

The referencing source that Psychology programmes teach and utilise is APA style - *American Psychological Association*. Cite Them Right Online, a subscription tool made available by the Library, also covers APA.

Further Information can be accessed via: http://www.apastyle.org/ Print copies of the APA Guidelines are available from UWS Library.

The Faculty will provide referencing guidance to Psychology students via programme handbooks. Students on other programmes in the Faculty 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

Cite Them Right Harvard referencing is not used in Law. The standard referencing used is OSCOLA (Oxford Standard for Citation of Legal Authorities). Cite Them Right Online is a subscription tool made available by the Library, also covers OCOLA. Academic staff within the Law department are responsible for the teaching of OSCOLA to students and not the Learning and Teaching Librarians.