

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0209.00
Title:	Referencing Styles	
ITPNZ Std:	2 Development of Qualifications and Programmes	
Chief Executive Approval:	Approval Date: 18 Dec 09	Effective Date: 18 Dec 09
Previous Policy No	n/a	Review Date: as required
Contact Authority:	Director: Quality	Status: Current

Purpose To establish guidelines for referencing styles and how they are used by staff and students at Otago Polytechnic.

Background Key principles of style

- Styles are created to help authors and editors, or teachers and students in their mutual task of reporting, creating and distributing accurate, clear, and easily-accessible information.
- Standardised styles are determined by convention, when a group of like receivers of papers feel that a benefit can be gained from consistency of presentation within their group.
- Particular styles are usually geared towards the reading/research requirements of the field: literary styles rarely use parenthetical citation, in order to facilitate reading flow; scientific styles tend to use an author/date parenthetical citation to enhance the production of the report, and to position the currency of the supporting evidence; and medical styles insist on consecutive endnoting to comply with the National Library of Medicine ANSI style. These requirements may be based on production imperatives or personal choice and are imposed by the party to whom a paper is submitted.

Underpinning this policy is the understanding that styles choices are not consistent and that understanding the principles of style is a better means of ensuring that an individual can apply styles.

For the purposes of this policy:

- a **submitter** may be a student submitting an assessment or a student or staff member preparing a paper for publication;
- a **receiver** may be a lecturer receiving student work or the editor of a publication.

See Appendix A for Common FAQs about the proper use of styles
Samples of Best Practice in a range of referencing styles will be made available in the Quality Enhancement Centre's intranet site and on Insite.

Statutory Compliance

National Guidelines

- Policy and Procedures**
- 1 Styles are a disciplinary choice, and cannot be mandated across schools, or within schools if they operate with a range of disciplinary perspectives.
 - 2 Styles must conform to the standards specified by a discipline, be consistent with the requirements of the discipline and be appropriate and relevant to the audience.



- 3 Styles may be a standardised style (APA, Harvard, MLA, Vancouver, etc), or individualised to the receiver's specific requirements.
- 4 Heads of School are responsible for ensuring that students have clear information and guidelines on the use of a particular style within their academic work.
- 5 The style required in academic work must be clearly articulated to students in Student Programme Information and in outlines of assessment requirements.
- 6 Both submitters and receivers should be aware of their respective responsibilities in the request for, and use of specified styles.
- 7 Schools must identify and use the style consistent with the discipline and clearly articulate the required style to the submitter.
- 8 When submitting material at an inter-disciplinary level internally or for publication externally, it is a submitter's responsibility to identify and comply with the receiver's requirements.
- 9 At times and for a number of reasons, variation from the normal style standards of the discipline may be required by the receiver. Within Otago Polytechnic, any variation from the normal standard must be clearly expressed to the submitter.
- 10 Staff are expected to model best practice in their academic material and demonstrate that style variations occur not only between disciplines but in accordance with the requirements of the receiver.

Referral Documents

<http://library.curtin.edu.au/referencing/apa.pdf>
<http://owl.english.purdue.edu/owl/resource/560/01/>

Delegation of Procedures

Approved by Chief Executive
Date 18 December 2009



COMMON FAQs ABOUT THE PROPER USE OF STYLE:

Wouldn't it be easier if all styles were the same?

Well, yes, but for this to be the case, all readers and writers would have to be the same – have the same requirements, interests and focus on the written word. We need to be able to individualise to accommodate all fields.

My lecturer/publisher isn't clear about their requirements – what should I do?

This is unfortunate, and institutions should assist their representatives to be as clear about their expectations in all things, including referencing style. But, as a submitter, you can ask questions, and get answers. If you have a good understanding about the purpose of referencing style, you will know what questions to ask.

My lecturer/publisher doesn't seem to care very much about style requirements. Should I worry?

You must always be careful to attribute any work you have cited or paraphrased. When expectations aren't clear, you should choose one particular way of attributing (choose a main-stream standardised method like APA or Chicago) and be consistent.

Can't I get a quick and dirty description of style requirements from my lecturer or on a cheat sheet somewhere?

If you really want to be sure, you need to go directly to the style manual in question. These are books, not cheat sheets, and they should be available to you at the BRL.

Staff and students are submitting all kinds of sub-standard references in their documents: what can I do?

If it is important to you that your submitters conform to a style requirement, then you must make this explicit, and you must penalise those who do not comply. You may return papers submitted to your journal, mark down your students, or return institutional documents to their authors. As receiver of documents, you are in control of the process.

How can I help students to do styles correctly if staff aren't consistent in their requests?

Make sure that students know that styles choices are not consistent. Understanding the principles of style is a better means to ensure that an individual can apply styles. Style manuals will then provide any information they require thereafter.