

A5 - Referencing styles

Informing principles

- ensure consistent information is provided to students across all courses
- minimise the resources used to support a number of referencing systems used within the University

Background

As part of the Program Revitalisation subproject, Course and Program Management System, the Vice-Chancellor approved a recommendation from Academic Board that an additional field relating to referencing styles be included in course specifications.

The list of referencing styles currently in use in the University was referred to the Associate Deans (L&T) and the Library for further advice on current practice and a request that it be discussed at faculty Learning and Teaching committees with the view to minimising the total number of referencing styles.

It was resolved that the Senior Leadership Committee be asked to recommend to the Vice Chancellor

that the referencing systems Harvard AGPS and APS be adopted by the University for use at the undergraduate program level and supported by the Library using the latest manual for those systems; and

the decision to use an alternative referencing system occur only with the approval and backing of the faculty concerned. Appropriate skills and advice on the referencing system is to be embedded in the course and disseminated to all marking and moderation staff.

Goals

1. Limit the number of referencing systems used at the University inline with policy
2. Program teams be engaged in the role out of minimum standards and the dissemination to all program teams.
3. Academic staff adhere to library guidelines as a minimum standard
4. Library to provide staff with access to the latest referencing manuals

Strategic alignment

USQ learning and teaching plan

Details of Faculty support for an 18 month period

Some disciplines within Faculties that are currently using referencing styles other than those endorsed will need to review their practice and conform with the current policy.

Tasks, timelines & budgets

Tasks	Timeline
Clarify recommendations from LTC to SLC	07 May 2008
Prepare minimum standards document for referencing in consultation with faculty Associate Deans (L&T) and Library staff and present for endorsement	30 May 2008
Investigate resourcing of latest manuals with library staff	30 June 2008
Develop additional web resources to support minimum standards and identify required addition resources	31 July 2008
Program teams to develop support strategies for faculties based on resources	29 Aug 2008
Once endorsed disseminate minimum standards document and links to resources to all academic staff	12 Sep 2008
Conduct tailored PD for affected Disciplines	28 Nov 2009
Project Close	Dec 2008

Total Resources/ Budget Required

Program teams will be responsible for identifying required changes. This will be covered within existing workloads.

Required documentation and policy rewriting

Development of a minimum standards document

Professional development requirements

Program teams will be required to attend an information session, hosted by LTSU, to be informed of the new procedures and allocate responsibilities within the teams.

Communication plan

Once procedures and minimum standards are in place all faculties will be informed of these new requirements.

Website resources will be developed to support this initiative with links from LTSU, DeC and Library websites.

Evaluation strategies

Monitoring of course materials will be required as part of an ongoing evaluation.