



## Guidelines on Referencing

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## 1. Purpose

This guideline is meant to set out different considerations in the use of referencing styles for Villa College students, and also for staff and faculty. There is a need for consistency in the use of referencing across different faculties and programmes, as the use of various styles of referencing may lead to confusion. This guideline will be updated from time to time, as needed. It is mandatory for all academic units of the College to inform students of this guideline in their programme and module handbooks.

## 2. Definition of Terms

APA: The American Psychological Association.

Citation: The minimal level of referencing detail that is required within a text, essay, report, etc. depending on whether an idea from a source is used or a particular phrase or quotation is used.

OSCOLA: The Oxford Standard for the Citation of Legal Authorities.

Referencing: The particular style of referencing that is prescribed for use in a particular programme.

UWE: The University of the West of England.

## 3. Scope

This guideline relates to the use of different referencing styles on various programmes at Villa College, and also for wider use in the College.

## 4. Procedure Description

### 4.1 Use of referencing styles

All students must be made aware of the style of referencing they are required to use for any particular module, from the beginning of each module.

Unless otherwise specified (below), all Foundation programmes as well as undergraduate and postgraduate programmes will use UWE Bristol Harvard referencing. The most current version of this style of referencing can be found on the UWE website.

Foundation programmes which are aimed at undergraduate programmes that use a referencing style other than UWE Bristol Harvard referencing shall be enhanced by the faculties where the students taking those foundation programmes will study later on. Therefore, those particular faculties will ensure that the students who will be studying their programmes get adequate exposure to the referencing style that such students will be using in their undergraduate programmes. Referencing styles for foundation programmes that relate to a particular degree shall be decided on by the Centre for Foundation Studies in consultation with the relevant faculty.

The Faculty of Sharia and Law shall use the OSCOLA referencing system for most UWE modules; while the Dhivehi version of the APA referencing system for Villa College's own programmes in Dhivehi language.

The Faculty of Educational Studies programmes shall use either UWE Bristol Harvard referencing, APA 6<sup>th</sup> edition or the APA Dhivehi version, depending on the particular module or programme.

Villa College in general shall use UWE Bristol Harvard referencing; however, the International Journal of Social Research and Innovation (IJSRI) produced by Villa College shall use the APA 6<sup>th</sup> edition style, as this will be more familiar to the wider audience that the journal aims to reach.

Students of Open University Malaysia courses shall use the APA 6<sup>th</sup> edition style of referencing, as requiring by that university.

## 5. Compliance, Monitoring and Review

All academic units must comply with this Guideline.

Monitoring and review of the implementation of this Guideline shall be undertaken by the academic units and Institute of Academic Development.

## 6. Related Policies and Version Control\*

### Related Policies / Procedure

Version	Policy / Procedure Name	Number	Approval Date	Approved by	Status
	Policy on Student Assessment and Learning	VCAS / AR / PO / 2018 / 014.v1			Active
	Procedure on Academic Integrity	VCAS / AR / PR / 2019 / 016.v1			Active

### Redundant Policies/Procedures with Implementation of this document

Version	Policy/Procedure Name	Number	Approval Date	Approved by	
	Not Applicable				

### Version History

Version	Policy/Procedure Name	Number	Approval Date	Approved by	Summary of Changes
	Not Applicable				