

The University of Leeds Referencing Policy



THE UNIVERSITY OF LEEDS

Referencing Policy

- i. All schools shall select a single referencing style for use by all taught students.**
It is recognised that there are a few exceptional cases where variations within a school might be necessary, e.g. the School of English uses Harvard for Language modules and MHRA for Literature modules.
Particular assignments for some modules might require students to apply the referencing style of a specific journal; such a requirement shall be clearly stated in the module handbook and appropriate guidance shall be provided by the tutor.
- ii. All schools that have adopted the Harvard or Numeric referencing styles shall use the standardised Leeds version for all taught students.**
Centralised support for the standardised Leeds Harvard and Leeds Numeric referencing styles is provided by the Library through webpages, online tutorials, workshops and EndNote styles: <http://library.leeds.ac.uk/skills-referencing>. To avoid confusion, inconsistency and duplication of effort, schools shall neither use variants of the official Leeds styles, nor produce bespoke guidance for the styles.
The adoption of official Leeds styles requires some compromise on the part of individual academics and schools in terms of their own preferences, but the policy is intended to offer a better, more consistent learning experience for students, where the focus is on understanding the principles of referencing, rather than on having to tackle competing preferences.
- iii. In some cases, a school may choose to use a referencing style other than Leeds Harvard or Leeds Numeric (e.g. OSCOLA, MHRA) due to subject-specific requirements. In this circumstance, students in the school shall be directed to a single, official guide for that style.**
Variants of official styles shall not be used as this leads to confusion for students and uncertainty about where they can go for help. If no official guidance is available, an alternative referencing style shall be chosen. The Library's referencing webpages shall provide links to the official guidance for these subject-specific styles.
- iv. All school handbooks, including module handbooks, shall clearly state the referencing style that is used by the school and shall direct students to the official guidance for that style (Library guidance for Leeds Harvard or Leeds Numeric).**
Bespoke referencing guidance and variants of official styles shall not be used.
Particular assignments for some modules might require students to apply the referencing style of a specific journal; such a requirement shall be clearly stated in the module handbook and appropriate guidance shall be provided by the tutor.
- v. The Codes of Practice on Assessment for each school shall clearly state the referencing style that is used by the school and direct students to the official guidance for that style (Library guidance for Leeds Harvard or Leeds Numeric)**
- vi. The Library's referencing webpages shall include a list of all schools and the referencing style used by each.**
- vii. All marking of referencing shall adhere to the Library's centralised guidance on Leeds Harvard or Leeds Numeric, or to the official guidance for other styles selected by schools.**
Particular assignments for some modules might require students to apply the referencing style of a specific journal; such a requirement shall be clearly stated in the module handbook and appropriate guidance shall be provided by the tutor. In such cases, marking of referencing shall adhere to this guidance.
- viii. The Director of Student Education has ongoing responsibility for ensuring that the policy is communicated, enacted and adhered to within each school. They may choose to delegate these responsibilities to an appropriate colleague, for example the school's Academic Integrity Officer.**