



Referencing & Documentation Policy

CONTEXT STATEMENT

Referencing (acknowledging sources of information *within* a piece of writing) and **Documentation** (the listing of references *at the end* of a piece of writing) are essential elements of good academic research skills across the curriculum. Adopting a standard and well-recognised system of referencing can help students develop research skills and avoid plagiarism and copyright infringements.

UNDERLYING ASSUMPTIONS, PHILOSOPHY & RATIONALE

We at Samaritan College acknowledge:

- All students should be encouraged to develop good research skills and learn how to reference their work appropriately;
- Referencing and Documentation procedures should be standard to avoid confusion, and to ensure fair and consistent assessment of students' research;
- The agreed Referencing and Documentation procedures may not be appropriate or required in the Early Years teaching environment.

PURPOSES / AIMS

Through the application of this policy, Samaritan College will:

- Assist students in developing research skills which will be useful and accepted beyond school, in tertiary institutions or professional work;
- Encourage students to acknowledge all sources of information used in the preparation and completion of assignments;
- Reduce the incidence of plagiarism, both intentional and unintentional;
- Assist students in preparing for critical literacy requirements of the Australian Curriculum and other SACE authorised assessments.

GUIDELINES & PROCEDURE

In support of this policy Samaritan College will:

- Issue staff, students and parents / caregivers with a clear explanation of the Harvard System of referencing;
- Provide clear guidelines and hints on using the Harvard System of referencing for acknowledgement of all sources of information, including audio-visual, CD-ROM, DVD-ROM, Stored Media Devices, Internet and Wireless sources.

The Co-Principals will:

- Be responsible for ensuring that information about the approved referencing policy and procedures is available to staff, students and parents / caregivers;
- Ensure the policy and procedures are regularly reviewed.

The Teaching and Learning Coordinators will:

- Ensure all College procedures for referencing and documentation are followed by teachers in their curriculum area;
- Facilitate professional learning for staff in the correct use of referencing and documentation.

The Staff will:

- Model good practice when using source material in the delivery of curriculum content;
- Ensure students are given opportunities to learn the Harvard System of referencing and encourage its use in all research assignments across the curriculum (where appropriate);
- Assist students in developing an understanding of what constitutes plagiarism;
- Respond to and provide evidence of suspected plagiarism through liaison with the student, parents / caregivers and the relevant coordinator.

The Students will:

- Be responsible for acknowledging all sources of information used in assignments in the approved manner;
- Understand of the dangers and consequences of plagiarism.

The Parents/Caregivers will:

- Be informed of the College policy and guidelines on referencing and documentation;
- Be encouraged to seek clarification about these procedures if necessary so that they can support their child’s learning in the best way possible.

The College Board will:

- Participate in the development and review of this policy.

BASIS OF DISCRETION

From time-to-time teachers may set formative research work that does not require that full referencing procedures are followed. Such instances will be explained clearly to students.

SUPPORTING DOCUMENTS

- Samaritan College Harvard author-date system Referencing Guide
- Samaritan College Online Staff Handbook
- Samaritan College Student Diary
- SACE Operations Manual – Breach of Rules

ADMINISTRATION

This policy will be reviewed triennially by the College, unless otherwise required.

Signed:	Co-Principal
.....	Co-Principal
.....	Chair of College Board
Date:	Ratified and Implemented

Review Date: April 2018