

## Student Assessment Citation and Referencing Rules

### Adapted Harvard Referencing Rules

Holmes has implemented a revised Harvard approach to referencing. The following rules apply:

1. Reference sources in assignments are limited to sources that provide full-text access to the source's content for lecturers and markers.
2. The reference list must be located on a separate page at the end of the essay and titled: "References".
3. The reference list must include the details of all the in-text citations, **arranged A-Z alphabetically by author surname** with each reference **numbered** (1 to 10, etc.) and each reference **MUST** include a hyperlink to the full text of the cited reference source. For example:

1. Hawking, P., McCarthy, B. & Stein, A. 2004. Second Wave ERP Education, *Journal of Information Systems Education*, Fall, <http://jise.org/Volume15/n3/JISEv15n3p327.pdf>

4. All assignments must include in-text citations to the listed references. These must include the surname of the author/s or name of the authoring body, year of publication, page number of the content, and paragraph where the content can be found. For example, "The company decided to implement an enterprise-wide data warehouse business intelligence strategies (Hawking et al., 2004, p3(4))."

author year page  
↓ ↓ ↓  
(Hawking et al, 2004, p3(4))  
↑  
paragraph

### Non-Adherence to Referencing Rules

Where students do not follow the above rules:

1. For students who submit assignments that do not comply with the rules, a 10% penalty will be applied.
2. As per the Student Handbook, late penalties will apply each day after the student/s has been notified of the due date.
3. Students who comply with rules and the citations are "fake" may be reported for academic misconduct.