Referencing & Citation Policy (APA 7th Edition)

VICTORIA CAREER COLLEGE OF HEALTH AND BUSINESS LTD.

PTIB Institution No.	ID-03879
Effective Date	1st September, 2026
Position Responsible	Senior Education Administrator

Policy:

Victoria Career College is committed to promoting academic integrity and ethical scholarship. Proper referencing and citation are fundamental academic practices that acknowledge the intellectual contributions of others and demonstrate honesty in academic work.

This policy applies to all students enrolled in any Victoria Career College program and to all academic work submitted for assessment, including assignments, reports, case studies, research papers, presentations, projects, reflective journals, and any other coursework unless otherwise specified by the instructor.

Students are required to use the American Psychological Association (APA) 7th Edition referencing style for all academic submissions unless an alternative citation style has been approved by the course instructor.

Students must appropriately acknowledge all sources used in the preparation of academic work, including books, journal articles, websites, government publications, reports, videos, images, tables, figures, lecture materials (where required), and Artificial Intelligence (AI) tools when their use has been authorized by the instructor.

Proper referencing includes both in-text citations and a corresponding Reference List.

Failure to appropriately acknowledge sources may constitute plagiarism and may result in disciplinary action under the College's Academic Integrity Policy.

Procedure for Referencing & Citation:

1. Student Responsibilities

Students are responsible for:

- Using **APA 7th Edition** formatting for all required academic submissions.
- Providing accurate in-text citations whenever another person's ideas, words, research, statistics, images, or intellectual property are used.
- Including a complete Reference List at the end of assignments where references have been used.
- Ensuring all references are accurate, complete, and properly formatted.
- Maintaining honesty and transparency in all academic writing.

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2. Sources That Must Be Referenced

Students must cite any information obtained from sources including, but not limited to:

- Books
- Academic journals
- Newspapers and magazines
- Government publications
- Websites
- Online reports
- Videos and multimedia resources
- Images, graphs, charts, and tables
- Lecture materials (when instructed)
- Artificial Intelligence (AI) tools (where permitted)

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3. In-Text Citations

Students must provide an appropriate in-text citation whenever:

- Directly quoting another author's work.
- Paraphrasing another person's ideas.
- Summarizing information obtained from a source.

- Referring to published research or statistics.

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4. Reference List

A Reference List must:

- Appear at the end of the assignment.
- Include all sources cited within the document.
- Be formatted according to APA 7th Edition guidelines.
- Be arranged alphabetically by the author's surname.
- Contain complete publication information wherever available.

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5. Artificial Intelligence (AI)

Where the use of Artificial Intelligence (AI) tools is permitted by the instructor, students must:

- Follow instructor requirements regarding AI use.
- Properly acknowledge the use of AI where required.
- Verify the accuracy of AI-generated information.
- Remain responsible for all submitted work.

AI-generated content does not replace the requirement to properly reference original published sources used in academic work.

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6. Common Referencing Errors

Students should avoid:

- Missing in-text citations.
- Missing Reference Lists.
- Incomplete references.
- Incorrect APA formatting.
- Copying material without quotation marks or citation.
- Using unreliable or unverified sources without evaluation.

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7. Instructor Responsibilities

Instructors are responsible for:

- Informing students of referencing expectations.
- Providing guidance on APA 7th Edition where appropriate.
- Identifying potential referencing errors or plagiarism.
- Referring suspected academic misconduct in accordance with the Academic Integrity Policy.

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8. Failure to Comply

Failure to appropriately reference sources may result in:

- Educational feedback or instruction.
- Requirement to revise and resubmit work.
- Reduction of marks.
- A grade of zero on the assessment.
- Referral under the Academic Integrity Policy where plagiarism or deliberate academic misconduct is suspected.

The College reserves the right to determine the appropriate course of action based on the severity of the violation.

Appendix A

APA 7th Edition – Useful Resources

The following resources are recommended to help students understand and apply the **American Psychological Association (APA) 7th Edition** referencing style. Students are encouraged to consult these resources when preparing assignments and academic papers.

APA Style Blog

The official APA Style Blog provides guidance, updates, examples, and answers to frequently asked questions about APA Style. It is an excellent resource for understanding citation rules, reference formatting, grammar, and academic writing.

Website: https://apastyle.apa.org/blog/

APA Style Tutorials & Webinars

The American Psychological Association offers a collection of tutorials, webinars, instructional videos, and learning resources to help students develop confidence in using APA 7th Edition.

Website: https://apastyle.apa.org/instructional-aids/tutorials-webinars

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Massey University – APA Interactive Tool

This interactive online resource from **Massey University (New Zealand)** demonstrates how APA references and in-text citations are constructed. Students can use the tool to learn correct formatting through practical examples and guided instruction.

Website: https://www.massey.ac.nz/study/study-and-assignment-support-and-guides/academic-writing/referencing/american-psychological-association-referencing-style/

Additional APA Resources

Students are encouraged to consult their course instructor if they require additional assistance with APA formatting or referencing requirements.

Student Reminder

Proper referencing is an essential academic skill. When in doubt, consult an approved APA resource or speak with your instructor before submitting your work.