

## Harvard (author-date) Hints and Tips

**Be aware:** if you don't already know, check with your tutor which referencing style you are expected to use

**Be positive:** used properly, references strengthen your writing, demonstrating that you have spent time researching and digesting material and produced your own opinions and arguments

**Be decisive** about the best way to cite your sources and how you balance your use of direct quotations, paraphrasing and summarising (read about these in the introductory Basics sections of *Cite them right online*)

**Be willing to ask for help:** library/learning resource staff offer support with referencing and academic skills. Subject Advisors can help with finding and using resources and reference software, <http://libguides.bham.ac.uk/subjectsupport/index>; the Academic Skills Centre staff can help with essay writing and the use of citations and references <http://intranet.birmingham.ac.uk/asc>.

**Be organised:** prepare well and keep a record of all potentially useful sources as you find them

**Be prepared:** read the Basics sections of *Cite them right online* before you begin your first assignment

**Be consistent:** once you have established the referencing style required, use it consistently throughout your piece of work

**Be patient:** make time and take your time to ensure that your referencing is accurate

**Be clear:** clarify the type of source you are referencing and check *Cite them right online* for examples

**Be thorough:** check through your work and your references before you submit your assignment, ensuring that your citations all match with a full reference and vice versa.

(*What is referencing and why is it important?* (2015) Available at:

<http://www.citethemrightonline.com/Basics/top-ten-tips>)

For further information, go to the University's i-cite guide at;

<https://intranet.birmingham.ac.uk/as/libraryservices/library/referencing/icite/index.aspx>

Your Subject Advisor will be able to assist you with any help, advice, or support you need. Go to <http://libguides.bham.ac.uk/subjectsupport/index> and locate your subject, and then subject advisor, for contact details.