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 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

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For help and support with referencing or other academic skills, contact the Academic Skills Centre: intranet.birmingham.ac.uk/asc. For Researchers, see the Research Skills Support Team: intranet.birmingham.ac.uk/as/libraryservices/library/research/index.aspx