

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>

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