# 1. Source Selection:

(UK Universities have slightly different Harvard Referencing Style)

Check UWTSD Library Website For up to date Harvard referencing information please

When writing a piece of work, you should provide references to the sources used. A reference is the detailed bibliographic description of the item from which you gained your information. In simple terms, this means the details of the items that you have used, e. g. author, title, date of publication. References are briefly cited within the text, and then given in full at the end of your work in a reference list. Any other items read for background information but not referred to in the text should be given in full at the end of your work in a bibliography.

- In-text citations and final reference list **MUST** be in Harvard Style.
- You **SHOULD** develop your critical thinking and provide it in an academic format.
- Your academic works such as report, video, assignment and presentation **without** academic references (citations) such as textbooks, academic articles and credible sources have a very **Limited** value.
- Using non-academic sources and internet websites such as Wikipedia, unofficial and ordinary YouTube videos, Online Business Dictionary, Study.com and similar sources will not add any value to your arguments and your grade will be affected negatively.
- You may develop your knowledge by watching YouTube videos or reading Wikipedia. **BUT** you are **NOT** allowed to use them as references/citations. You **MUST** find the original academic or credible sources of those YouTube and Wikipedia pages to use as citations and references.
- **Official** credible internet websites and credible sources can be used to gain data and information to support your findings and arguments. **These are some credible sources:** company annual report, government report, international organisation report, official market/business/management reports (KPMG, McKinsey, PWC, Deloitte & Boston) **credible** news agencies, **official** videos and **official** interviews from TED Talk, YouTube and similar platforms.
- **Official** Social Network pages such as Twitter, Facebook, Instagram and similar platforms

**Useful examples:**

1) Office for National Statistics: https://www.ons.gov.uk
2) UK Government: https://www.gov.uk
3) USA Government: https://www.usa.gov
4) BBC: http://www.bbc.co.uk
5) CNN: http://www.cnn.com
6) The world Bank: http://www.worldbank.org
7) IMF: http://www.imf.org
8) United Nation: http://www.un.org/en/index.html
9) EU: http://europa.eu/
10) UNESCO: http://en.unesco.org
11) The Economist: http://www.economist.com
12) Financial Times: http://www.ft.com/home/uk
13) The Telegraph: http://www.telegraph.co.uk
14) HSBC Bank: http://www.hsbc.co.uk
15) Lloyds Bank: https://www.lloydsbank.com
16) Apple: http://www.apple.com
17) Samsung: http://www.samsung.com/uk/home
18) Toyota: https://www.toyota.co.uk/index.json
19) McKinsey & Company https://www.mckinsey.com
20) Chartered Management Institute (CMI) http://www.managers.org.uk

## Key Databases ( Examples )

It provides over 2000 academic and trade journals in Full text, +30,000 full text business dissertations, SSRN working papers, Wall Street Journal and other newspapers along with country reports and business cases

Access to full text of nearly 8,350 scholarly business journals and other sources, with coverage including virtually all subject areas related to business. Also, country economic reports from a range of authoritative sources

Gives access to articles from over 100important management journals. The full-text archives date from 1994 and abstracts form 1989

Combines detailed financial profiles of UK companies with powerful search, selection and presentation software

This database provides an index of published journals with some full texts articles. Coverage includes science, technology, medicine, social sciences and management.

Keynote Market Reports can help you to gain an in-depth insight into a specific UK market. Within the 26 sector currently available are almost 250 reports on a wide cross-section of UK industry

An online legal research service bringing together in a single sources, case law, legislation and commentary materials; it also provides access to a wide range of full-text local, national and international newspapers.

It is the best market research resource; it comprises several series of reports: Market intelligence, Leisure intelligence, Retail intelligence, Financial intelligence, Library specials and Industrial reports. There is also a database specialising in marketing news.

JSTOR is a digital library founded in 1995. Originally containing digitized back issues of academic journals, it now encompasses books and other primary sources as well as current issues of journals. It provides full-text searches of almost 2,000 journals.

## 2. How to develop critical thinking?

You will be taught different modules during your studies. You are going to review, read and understand the importance of different Business and Management theories and you will practice and apply those theories on your case studies during seminar activities and assessments.

Critical Thinking means, making reasoned judgments that are logical and well thought out. If you think critically you may ask these questions such as:

- How do you know that?
- Why this is happening?
- What are the different scholars' opinions about the objectives / topics?
- Is this conclusion based on credible and academic evidence or gut feelings?
- Are there alternative possibilities?

You critical thinking can be divided into the followings:

- Curiosity
- Scepticism
- Humility

***Curiosity:*** *Desire to learn more information and seek evidence as well as being open to new ideas.*

***Scepticism:*** *Having a healthy questioning attitude about new information that you are exposed to.*

***Humility:*** *Admit your opinions and ideas are wrong when faced with new convincing evidence.*

**Critical Thinking** is a complex process of deliberation which involves a wide range of skills and attitudes. The focus of critical thinking is often referred to as the "argument" (Cottrell, 2011. pp.2-4):

- Identifying other people's (academic scholars) positions, arguments and conclusions.
- Evaluating the evidence for alternative points of view.
- Weighing up opposing arguments and evidence fairly.
- Being able to read between the lines, seeing behind surface and identifying false or unfair assumptions.
- Recognising technique used to make certain positions more appealing than others.
- Reflecting issues in a structured way, bringing logic and insight to bear.
- Drawing conclusions about whether arguments are valid and justifiable, based on good evidence and sensible assumptions.
- Synthesising information, drawing together your judgments of evidence, synthesising these to form your own new position.
- Presenting a point of view in a structured, clear well-reasoned way that convinces others (based on creditable findings).

**Benefit of critical thinking skills:**

- Improve attention and observation.
- More focused reading.
- Improve ability to identify the key points in a text or other message rather than becoming distracted by less important materials.
- Improve ability to respond to the appropriate points in a message.
- Knowledge of how to get your own point across more easily
- Skills of analysis that you can choose to apply in a variety of situations.