

SMART Action Plan – Referencing

Specific

I want to improve my referencing skills so that I can correctly use in-text citations and create accurate reference lists in the Harvard format for all my assignments.

Measurable

I will measure my progress by:

- Completing at least three referencing practice activities using the university's online library guides.
- Checking that 100% of my sources in my next assignment follow the correct Harvard style.
- Receiving feedback from my tutor and ensuring there are fewer or no referencing errors in my next piece of work.

Achievable

This goal is achievable because:

- I will use the university's Harvard referencing guide.
- I will practise referencing every time I use a new source.
- I will ask my tutor or study skills team for help if I get stuck.

Relevant

This goal is relevant because:

- Good referencing improves my academic writing.
- It helps me avoid plagiarism.
- It supports my success at university because every assignment requires accurate referencing.

Time-bound

I will complete this goal by:

- Practising referencing for 20 minutes twice a week for the next four weeks.
- Making sure my next assignment—due in Week 8—includes fully accurate Harvard referencing.