

BACHELOR IN HOTEL MANAGEMENT (BIHM)

Term-End Examination

December, 2013

**BHY-057 : INTRODUCTION TO THE HARVARD
REFERENCING SYSTEM**

Time : 3 hours

Maximum Marks : 100

Note : (i) Attempt any five questions.

(ii) All questions carry equal marks.

1. Define referencing and what is the purpose of reference ? 20
2. Describe various elements of Harvard referencing system. 20
3. Why referencing is needed ? Explain why Harvard referencing system is the most preferred system than other referencing systems. 20
4. Explain through meaningful expressions of citing references in text while : 10+10=20
 - (a) Introducing an idea/theory that agrees with/has built on another
 - (b) Introducing an idea/theory that disagrees/contrasts with another
5. Explain "Punctuation in Harvard referencing system" with suitable examples. 20

6. What are In-text Citations ? Give examples of : 5x4=20
- (a) Authors name cited in the text
 - (b) More than one author cited in the text
 - (c) Several works by one author in different years
 - (d) Corporate Authors
7. Write a note on Reference list and give examples of References - Personal Communication and References - Books. 20
8. Write note on : 10+10=20
- (a) Principles of author - date referencing
 - (b) Differentiate Author Prominent and Information Prominent ways of citing
9. Explain citing different sources in the text and in the list of References : 5x4=20
- (a) To cite a Journal Article
 - (b) To cite a Book Collection
 - (c) To cite from Newspapers and magazines
 - (d) To cite from Web
10. Write notes on : 10+10=20
- (a) Paraphrasing
 - (b) Direct Quotations