

**BACHELOR IN HOTEL MANAGEMENT(BIHM)**

**Term-End Examination**

**December, 2017**

**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. Describe Harvard Citation Style. How it helps in avoiding plagiarism ? 20
2. What is author - date referencing style ? Explain the aspects of punctuation, capitalisation and abbreviations with examples. 20
3. Define referencing. Explain two step process of referencing. 20
4. Differentiate between followings : 2x10=20
  - (a) Author is an Organisation Vs Author is a Govt. agency
  - (b) Single author Vs Author is a commercial organisation

5. Write notes on the followings with examples. 2x10=20
- (a) Author Name system
  - (b) Author date system
6. Write an essay on "Electronic Sources of Reference" with example. 20
7. Describe Government reports. Explain various elements which should be included in Government Report para-phrasing. 20
8. Explain the various guidelines of referencing a website in Harvard Style. 20
9. Write short notes on followings : 5x4=20
- (a) Bibliography
  - (b) Plagiarism
  - (c) In text citation
  - (d) Citation for an article on website
10. "Now a days social media like Facebook and twitter are more popular". Give the standard referencing list for a twitter in detail. 20
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