

00415

BACHELOR IN HOTEL MANAGEMENT (BIHM)

Term-End Examination

June, 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. What do you understand by Harvard Reference System ? Explain the elements of Harvard Style Reference. **20**
2. Explain the guidelines of Harvard Reference System with regards to source of reference. **20**
3. (a) Where do you place the reference ? **20**
(b) How should the reference be positioned if it follows a quote ? Give examples.
4. How do you cite different source types as per Harvard Reference System ? Give example citing all the available sources of information used. **20**

5. What do you understand by Electronic source of References ? Support your answer with suitable examples. 20
6. Explain with three examples how to refer to Government or Commercial reports. Why is it important to state them separately ? 20
7. What is the process of referencing when there are more than one author for an article in a journal or edited book ? Give two examples to substantiate your answer. 20
8. What do you understand by string references ? Give four examples of string references. 20
9. Why is Harvard Referencing System "The preferred referencing system" ? Answer in comparison with any other referencing system known to you. 20
10. Mention the referencing method in comparison to each other : 20
- (a) author is an organisation
 - (b) author is govt. agency
 - (c) single author
 - (d) author is commercial organisation