

# Harvard System of Referencing for BUSINESS students

## QUIZ

### Instructions

This referencing quiz should be completed using the 'Referencing in Coursework: Guide to the Harvard System of Referencing' (**Fifth Edition**), produced by the Faculty of Business and Law, for guidance.

YOUR NAME

1. **What are the three main reasons for referencing?**

i)	
ii)	
iii)	

2. **In addition to the Harvard System of referencing, there is also a Footnotes System which is especially used by law students. When do you think that a footnote can be used in the Harvard System of referencing? Tick all that apply.**

<input type="checkbox"/>	To give details about a reference, for example, author, year, title
<input type="checkbox"/>	To give additional information about a particular point

3. **Complete the following sentences, with either of the following terms.**

**Reference List**

**Bibliography**

A ..... is a list of all the works that you have **read** and **cited**.

A ..... is a list of all the works you have **read** and influenced your thinking.

4. **What will you normally be required to submit for all written assignments? Tick all that apply.**

- |                          |                                   |
|--------------------------|-----------------------------------|
| <input type="checkbox"/> | A reference list                  |
| <input type="checkbox"/> | A bibliography                    |
| <input type="checkbox"/> | A reference list and bibliography |

5. **Name three questions you could pose to evaluate sources of information.**

i)	
ii)	
iii)	

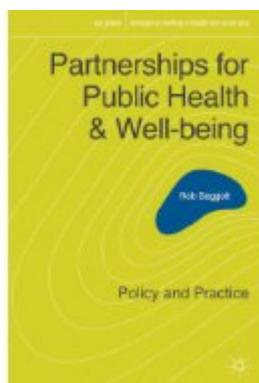
6. **You should never use Wikipedia ([www.wikipedia.org](http://www.wikipedia.org)) when you are researching information. True or false?**

- |                          |       |
|--------------------------|-------|
| <input type="checkbox"/> | True  |
| <input type="checkbox"/> | False |

7. **What three pieces of information do you need to note for ALL source types?**

i)	
ii)	
iii)	

8. **Who is the publisher of this book?**

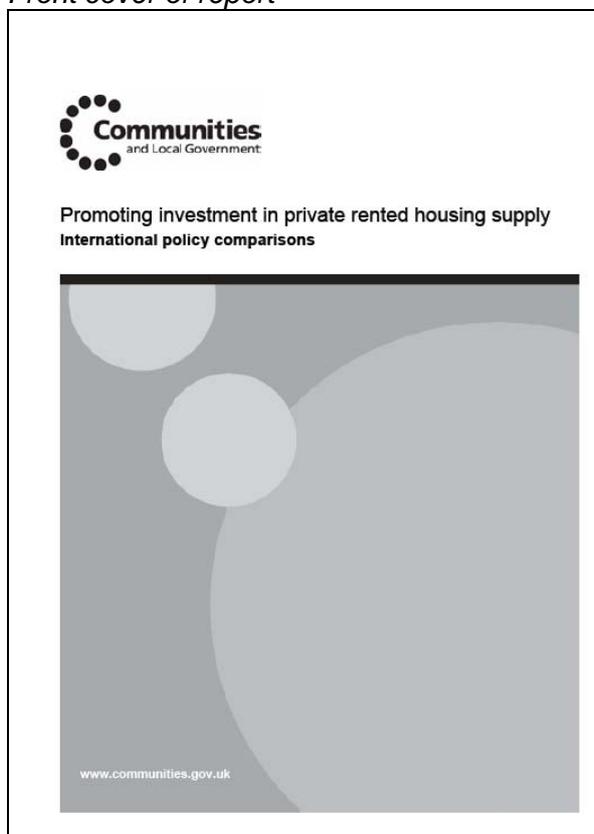


Baggott, R. (2013) *Partnerships for Public Health and Well-being*, Basingstoke, Palgrave Macmillan

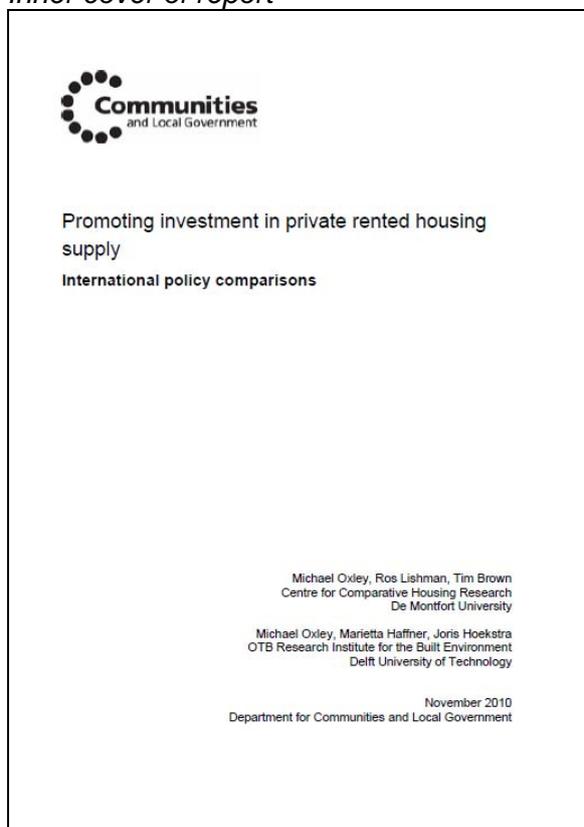
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**9. In this example, who is the author of the report? Tick all that apply.**

*Front cover of report*



*Inner cover of report*



- Communities and Local Government
- Michael Oxley, Ros Lishman, Tim Brown, Marietta Haffner and Joris Hoekstra
- Communities and Local Government, Michael Oxley, Ros Lishman, Tim Brown, Marietta Haffner and Joris Hoekstra

**10. When should you include a page number in the in-text citation? Tick all that apply.**

- When you are referring to the source in general
- When you are referring to a specific point from within a source
- When you are quoting directly from a source

**11. If you have used an internet reference, where should the web address be included? Tick all that apply.**

- Only in the main body of the text
- Only in the reference list/bibliography
- In both the main body of the text and the reference list/bibliography

**12. What is the recommended approach to citation if you are quoting directly from an online source which doesn't have a page number? Tick all that apply.**

- Don't include a citation next to the quote
- Just write the author name and year next to the quote
- Write the author name, date and 'online' next to the quote

**13. For an article written in 2008 by Tim Brown, Ros Lishman, Michael Oxley and Richard Turkington, how should you cite this within the text of your assignment? Tick all that apply.**

- (Tim Brown, Ros Lishman, Michael Oxley and Richard Turkington, 2008)
- (T Brown, R Lishman, M Oxley and R Turkington, 2008)
- (Brown, Lishman, Oxley and Turkington, 2008)
- (Brown, 2008)
- (Brown *et al*, 2008)

**14. If you refer to an author cited in another work, which reference should appear in the reference list? Tick all that apply.**

- The work that you have looked at
- The original work
- The work that you have looked at and the original work

**15. How would you differentiate between sources written by the same author(s) in the same year in the citation and reference list?**

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**16. Name three occasions when you are permitted to modify a quotation.**

i)	
ii)	
iii)	

17. A personal communication, such as an email, telephone conversation, interview should be included in the reference list/bibliography. True or false?

<input type="checkbox"/>	True
<input type="checkbox"/>	False

18. In this example, what is the correct way of referring to this Act of Parliament? *Tick all that apply.*

<input type="checkbox"/>	enterprise and regulatory reform act
<input type="checkbox"/>	Enterprise and Regulatory Reform Act
<input type="checkbox"/>	enterprise and regulatory reform act 2013
<input type="checkbox"/>	Enterprise and Regulatory Reform Act 2013
<input type="checkbox"/>	enterprise and regulatory reform act, 2013
<input type="checkbox"/>	Enterprise and Regulatory Reform Act, 2013

19. What type of reference is this? *Tick all that apply.*

Brown, T. and Yates, N. (2010) The revolting customer? – the meaning of customer satisfaction in Richardson, J. (ed) *Housing and the Customer: understanding needs and delivering services*, Coventry, Chartered Institute of Housing, pp87-104

<input type="checkbox"/>	Journal article
<input type="checkbox"/>	Chapter in an edited book
<input type="checkbox"/>	Report

20. Name two reasons why this internet reference is incomplete.

Hewlett Packard (nd) *Innovation is our business. Making a positive difference is our purpose*

i)	
ii)	

21. What information is missing from this journal reference? *Tick all that apply.*

Brown, T.J. and King, P. (2005) The Power to Choose: Effective Choice and Housing Policy, *European Journal of Housing Policy*

<input type="checkbox"/>	The issue number of the journal
<input type="checkbox"/>	The pages of the journal
<input type="checkbox"/>	The publisher
<input type="checkbox"/>	The volume number of the journal
<input type="checkbox"/>	The web address

**22. For a newspaper article, which part of the reference normally appears in italics? Tick all that apply.**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Article title only                      |
| <input type="checkbox"/> | Name of the newspaper only              |
| <input type="checkbox"/> | Article title and name of the newspaper |

**23. What is the difference between these two references?**

King, P. (2010) Cuts are coming, *Inside Housing*, 17 September, p19

King, P. (2010) Cuts are coming, *Inside Housing*, 17 September, available from [http://www.insidehousing.co.uk/analysis/opinion/cuts-are-coming/6511693.article?MsgId=17375#Scene\\_1](http://www.insidehousing.co.uk/analysis/opinion/cuts-are-coming/6511693.article?MsgId=17375#Scene_1), accessed 21 September 2011

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**24. What do the following abbreviations stand for?**

<b>ed</b>	
<b>eds</b>	
<b>nd</b>	
<b>p</b>	
<b>pp</b>	

**25. Whereabouts would you normally locate your reference list/bibliography in your assignment? Tick all that apply.**

- |                          |                                     |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | At the end of the main body of text |
| <input type="checkbox"/> | Before any appendices               |
| <input type="checkbox"/> | After any appendices                |
| <input type="checkbox"/> | As an appendix                      |

**26. How should you sort and list your references/bibliography? Tick all that apply.**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Have separate lists for journals, books, newspapers, internet references, etc.                    |
| <input type="checkbox"/> | Have one list that contains all of your references in alphabetical order according to author name |

**27. Name three potential sources of support if you need assistance with referencing.**

i)	
ii)	
iii)	

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