

REPORT WRITING

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TRICHY - 24

Contents

- ▶ Bibliography - Harvard referencing - Citation index - Plagiarism.

1. Bibliography is a list of

- a) Quotations
- b) References used in a work
- c) Index of subjects
- d) Footnotes

Answer: b) References used in a work

2. The term “bibliography” is derived from

- a) Latin
- b) Greek
- c) French
- d) German

Answer: b) Greek



3. Which type of bibliography lists books by author, title, or subject?

- a) Analytical bibliography
- b) Enumerative bibliography
- c) Historical bibliography
- d) Textual bibliography

Answer: b) Enumerative bibliography

4. The main purpose of a bibliography in research is to

- a) Increase the length of a project
- b) Show sources of information
- c) Provide conclusions
- d) Summarize findings

Answer: b) Show sources of information



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Answer: **b) Show sources of information**

6. The bibliography is usually placed at the

- a) Beginning of a report
- b) Middle of a report
- c) End of a report
- d) Footnote section

Answer: **c) End of a report**



7. Which style of bibliography is widely used in social sciences?

- a) MLA
- b) APA
- c) Chicago
- d) Oxford

Answer: **b) APA**

8. MLA stands for

- a) Modern Language Association
- b) Modern Library Association
- c) Major Language Academy
- d) Modern Literature Association

Answer: **a) Modern Language Association**



9. In APA style, the bibliography is titled as

- a) References
- b) Works Cited
- c) Index
- d) Bibliography

Answer: **a) References**

10. In MLA style, the bibliography is titled as

- a) Index
- b) References
- c) Works Cited
- d) Sources

Answer: **c) Works Cited**



11. Which bibliography type studies the physical features of books (paper, ink, printing)?

- a) Enumerative
- b) Analytical
- c) Historical
- d) Systematic

Answer: **b) Analytical**

12. A list of works on a particular subject or by a particular author is called

- a) General bibliography
- b) Subject bibliography
- c) Author bibliography
- d) Annotated bibliography

Answer: **b) Subject bibliography**



13. An annotated bibliography includes

- a) Only author names
- b) Title and publisher
- c) Summary/notes along with references
- d) Index of keywords

Answer: **c) Summary/notes along with references**

14. The first step in preparing a bibliography is

- a) Writing the report
- b) Collecting references
- c) Making footnotes
- d) Indexing subjects

Answer: **b) Collecting references**



15. Which style of bibliography is most common in humanities?

- a) MLA
- b) APA
- c) Harvard
- d) Vancouver

Answer: a) **MLA**

16. Which style is widely used in medical and scientific research?

- a) MLA
- b) APA
- c) Vancouver
- d) Oxford

Answer: c) **Vancouver**



17. The term “annotated” in bibliography means?

- a) Alphabetical order
- b) With notes or explanations
- c) Summary of chapters
- d) Index of terms

Answer: **b) With notes or explanations**

18. Bibliography is different from references because?

- a) References are cited within the text, bibliography lists all works consulted
- b) Bibliography comes first, references later
- c) Both are the same
- d) References are optional

Answer: **a) References are cited within the text, bibliography lists all works consulted**



19. A comprehensive bibliography covering all subjects is called

- a) Universal bibliography
- b) Subject bibliography
- c) Author bibliography
- d) Special bibliography

Answer: a) Universal bibliography

20. The standard order in a bibliography entry is

- a) Title → Author → Publisher → Year
- b) Author → Title → Publisher → Year
- c) Publisher → Author → Title → Year
- d) Title → Year → Author → Publisher

Answer: b) Author → Title → Publisher → Year



21. Plagiarism is best defined as

- a) Forgetting to add page numbers
- b) Copying someone's work without acknowledgment
- c) Using too many references
- d) Writing in your own words

Answer: **b) Copying someone's work without acknowledgment**

22. The word "plagiarism" is derived from the Latin word "plagiarius," which means

- a) Copyist
- b) Thief or kidnapper
- c) Writer
- d) Student

Answer: **b) Thief or kidnapper**



23. Which of the following is NOT considered plagiarism?

- a) Copy-pasting text without citation
- b) Summarizing in your own words with proper citation
- c) Submitting another student's assignment as your own
- d) Buying an essay online and submitting it

Answer: **b) Summarizing in your own words with proper citation**

24. Self-plagiarism means

- a) Copying from classmates
- b) Reusing your own previous work without citation
- c) Copying from books
- d) Plagiarizing by mistake

Answer: **b) Reusing your own previous work without citation**



25. Which of the following is an example of plagiarism?

- a) Quoting directly with quotation marks and citation
- b) Paraphrasing without giving credit to the author
- c) Citing all sources properly
- d) Using general knowledge facts

Answer: **b) Paraphrasing without giving credit to the author**

26. Turnitin and Grammarly are examples of

- a) Grammar guides
- b) Plagiarism detection software
- c) Citation styles
- d) Dictionaries

Answer: **b) Plagiarism detection software**



27. Mosaic plagiarism (patchwork plagiarism) refers to

- a) Copying from multiple sources and pasting them together without credit
- b) Copying only from one book
- c) Paraphrasing properly
- d) Using block quotes

Answer: a) Copying from multiple sources and pasting them together without credit

28. Unintentional plagiarism happens when

- a) Students copy on purpose
- b) Sources are not cited correctly due to ignorance
- c) Entire essays are stolen
- d) Work is bought online

Answer: b) Sources are not cited correctly due to ignorance



29. Which of the following can help avoid plagiarism?

- a) Using citation styles like APA, MLA, Harvard
- b) Copy-pasting carefully
- c) Hiding sources
- d) Submitting anonymously

Answer: a) Using citation styles like APA, MLA, Harvard

30. In academic writing, common knowledge (e.g., “The Earth orbits the Sun”) requires

- a) A citation
- b) A quotation mark
- c) No citation
- d) A footnote

Answer: c) No citation



31. Self-plagiarism is particularly problematic in

- a) Social media posts
- b) Academic assignments and journal publications
- c) Group discussions
- d) Casual notes

Answer: **b) Academic assignments and journal publications**

32. Which of the following is an ethical academic practice?

- a) Giving proper credit to original authors
- b) Copy-pasting to save time
- c) Submitting old work as new
- d) Mixing sources without citation

Answer: **a) Giving proper credit to original authors**



33. Paraphrasing correctly requires

- a) Changing only a few words
- b) Rewriting ideas completely in your own words with citation
- c) Copying sentences directly
- d) Removing the author's name

Answer: **b) Rewriting ideas completely in your own words with citation**

34. Plagiarism in research can lead to:

- a) Higher marks
- b) Loss of credibility, rejection, or disciplinary action
- c) Faster publication
- d) More citations

Answer: **b) Loss of credibility, rejection, or disciplinary action**



35. Which of the following is the best way to avoid plagiarism?

- a) Cite sources accurately
- b) Paraphrase without citation
- c) Copy from multiple sources
- d) Avoid using references

Answer: a) Cite sources accurately

36. When quoting a source directly, you must use

- a) Italics only
- b) Quotation marks + citation
- c) Bold text
- d) Page number only

Answer: b) Quotation marks + citation



37. Harvard referencing is also known as the:

- a) Author–Date system
- b) Numbered system
- c) Footnote system
- d) Endnote system

Answer: a) Author–Date system

38. In Harvard style, in-text citations include:

- a) Author surname + Page number only
- b) Author surname + Year of publication
- c) Title of the book + Page number
- d) Publisher + Year

Answer: b) Author surname + Year of publication



39. Which of the following is correct in Harvard referencing?

- a) (Smith, 2019)
- b) [Smith, 2019]
- c) {Smith, 2019}
- d) <Smith, 2019>

Answer: a) (Smith, 2019)

40. In a reference list, entries are arranged in:

- a) Chronological order
- b) Random order
- c) Alphabetical order by author surname
- d) Order of appearance in text

Answer: c) Alphabetical order by author surname



41. Which is correct for a book in Harvard style?

- a) Author, A. (Year). Title of book. Place: Publisher.
- b) A. Author. (Year). Title of book. Publisher: Place.
- c) Title. Author. Place: Publisher.
- d) Author (Year). Place: Publisher. Title.

Answer: a) Author, A. (Year). Title of book. Place: Publisher.

42. Which section of an academic work contains full Harvard references?

- a) Appendix
- b) Reference List
- c) Footnotes
- d) Introduction

Answer: b) Reference List



43. The main difference between a bibliography and a reference list in Harvard style is?

- a) Reference list contains only sources cited; bibliography may include extra readings.
- b) Bibliography is alphabetical; reference list is not.
- c) Bibliography is optional; reference list is mandatory.
- d) Both are exactly the same.

Answer: a) Reference list contains only sources cited; bibliography may include extra readings.

44. When citing two authors in-text (Harvard style), you should use

- a) “&” symbol
- b) “and” word
- c) A comma
- d) A semicolon

Answer: b) “and” word



45. For three or more authors in-text, Harvard style uses?

- a) All authors' names
- b) First author + "et al."
- c) Only the last author
- d) Initials of all authors

Answer: **b) First author + "et al."**

46. If two works by the same author in the same year are cited, they are distinguished by?

- a) Page number
- b) Letters (a, b, c) after the year
- c) Numbers (1, 2, 3)
- d) Title order

Answer: **b) Letters (a, b, c) after the year**



47. Which of the following is correct for a journal article in Harvard style?

- a) Author, A. (Year). "Title of article." Journal Title, Volume(Issue), pages.
- b) Author, A. Title. Journal Title. Year.
- c) Journal Title. Author. Year. Pages.
- d) Author, A. (Year). Journal Title. Title of article.

Answer: a) Author, A. (Year). "Title of article." Journal Title, Volume(Issue), pages.

48. If no author is available in Harvard referencing, you cite using:

- a) "Anon"
- b) The title of the source
- c) The publisher
- d) Skip the reference

Answer: b) The title of the source



49. In Harvard style, italics are used for

- a) Titles of books and journals
- b) Author names
- c) Years of publication
- d) Page numbers

Answer: a) Titles of books and journals

50. When quoting directly in Harvard style, you must include:

- a) Only author surname
- b) Author surname, year, and page number
- c) Title of the source
- d) Publisher

Answer: b) Author surname, year, and page number



Thank you

