



# APA WORKBOOK

Writing Centre

## Abstract

This document will familiarize you with APA vocabulary, with the aspects of scholarly writing that have an APA rule governing them, and with the resources that provide information on APA citation, formatting, and style.

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## Purpose of Workbook

If you are new to APA, you will get the best outcomes for your efforts by proceeding through this workbook from beginning to end, section by section. Do not attempt to complete this workbook all at once. There is a lot of detail, and you will become overwhelmed and grumpy!

The larger ideas, concepts, and terminology are introduced first so that you understand how the details of citation fit into a larger whole.

The purpose of this workbook is

- x to learn which aspects of your writing have an APA rule governing them
- x to get familiar with where and how to find these rules
- x to understand the vocabulary of APA
- x to provide a resource that will be useful to you as an undergraduate student
- x to save you time when writing your essays, since you will already be familiar with APA

## List of APA Resources

What follows is a list of resources that you can use to find the answers to the questions posed

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## The Scholarly Conversation

Successful academic writers engage in a process:

- x They read extensively on a topic to understand the conversation among specialists in the discipline.
- x They e

Q2

Q5 In addition to the DOI, what other information will you want to record for the following resources, so you will be able to create a reference list? Note that learning how to identify the group, category and type of resource that you are using is a critical first step to citation, as each requires unique information and formatting (capitalization, punctuation, and italicization). Note also that how a work is accessed (online, print, interlibrary loan) and how it is formatted (print, PDF, DVD, online streaming video) have little if any impact on the reference list entry.

- x Textual Works (group)/Periodicals (category) Journal article with a DOI (type)

- x Textual Works (group)/Books and Reference Works

x Textual Works (group)/Reports and Grey Literature (category)/Code of ethics (type)

x Textual Works (group)/Periodical (category)/Blog post (type)

x Audiovisual Media (group)/Audiovisual Works (category)/TED Talk (type)

x Audiovisual Media (group)/Visual Works (category)/PowerPoint slides or lecture notes (type)

x Online Media (group)/Social Media (category)/Facebook post (type)

x Online Media (group)/Webpages and Websites (category)/Webpage on a website with an individual author (type)

Q6 Not all of the information provided in your reference



## Citation Punctuation

Q10 Parentheses (...) and square brackets [...] are punctuation that serve different purposes. You cannot use them interchangeably. In the following chart, identify the correct punctuation (parentheses or square brackets) for each purpose listed:

For each purpose select either parentheses or square brackets	( )	[ ]
Introduce an abbreviation in the text		
To set off in-text citations		
Change verb tense or pronouns within a quote to ensure grammatical consistency with the rest of the sentence (material inserted into quotation by someone other than the original author)		
Include, within the quote, supplemental information necessary to contextualize a quotation (material inserted in a quotation by someone other than the original writer)		

# Rules for

Q17 APA always requires information in the date position in both an in-text citation and in your references, whether there is a date or not. What do you put in place of the date if the source has no date? APA also requires location information in an in-text citation for any direct quotes. What other types of location information can you use if your source document has no page numbers?

Q18 Use direct quotes (exact wording from a source) and paraphrases (someone else's idea stated in your own words) to integrate sources (evidence) into your paper. You need to use direct quotations when (choose all that apply):

- you don't understand the source material well enough to paraphrase it
- exact wording is required for technical accuracy such as for statistics
- you're short of content and need to include some extra quotes to meet the page requirement
- you write a scholarly essay (you should always use lots of direct quotations with very few of your own words)
- the exact words of an authority lend weight to your argument

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- In research papers, students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester, 1976, pp. 46–47).
- Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester, 1976, pp. 46–47).
- Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material, so it is important to limit the amount of source material copied while taking notes.

Q20 Sometimes the author(s) of your source is (are) quoting someone else. You want to use the quote but cannot find the work from where the quote originated. How should you cite this secondary source also

## Number of Author Rules for In-text Citations and for Reference List

Q23 Sometimes, there are several authors for a work. There are rules about how many authors you include in an in-text citation and how you format the citation, depending on whether you are using a p attcmla oo ra veo a(w)6 (h)-4 (e)-1 (t)6 (h)]TJ0.025 Tc -0.023 Tw371.02 0 Tder2 ou ae

(d) What is the correct spacing for a block quote?

(e) You must place the period after the parenthetical citation when a direct quote is fewer than 40 words. Where do you place the period for block quotations?

Q26 Provide an example of a block quote with a suitable introductory sentence and correct formatting and punctuation.

## Rules for Capitalization

Q27 For

## Formatting Your Essay: Running Head and Levels of Heading

Q30 There are guidelines for how you must format your overall essay, including the title page, abstract, reference list, and appendix. (An appendix may not be required.)

- (a) What font options does APA style allow? Note that you must use the same font style and size throughout your paper, including titles and headings.
  
  
  
  
  
  
  
  
  
  
- (b) What line spacing must you use throughout your entire document including headings, the title page, block quotations, and the entries in your reference list?
  
  
  
  
  
  
  
  
  
  
- (c) What is the margin on all sides of each page?
  
  
  
  
  
  
  
  
  
  
- (d) What are the rules for paragraph alignment?
  
  
  
  
  
  
  
  
  
  
- (e) What are the rules for paragraph indentation? Note the many exceptions to paragraph indentation requirements.

Q31 Your essay includes a title, section labels, headings (sections and subsections within your essay that help to organize the material) and a running head (not required unless requested by your instructor). Each appears in different places in your essay and each has its own specific format. Complete the chart to learn about each of these elements.

Note that at the college level, elements such as the appendix and the abstract are assignment and instructor determined and are required only if requested.





Q32 In what order must you arrange the various sections of your essay?

Q33 What is the maximum number of characters allowed in a running head? If your title is longer than the maximum number of characters allowed in the running head, what do you do?

Q34 You do not use a heading before your introductory paragraph. What should appear above your introductory paragraph instead?

## Rules for Reference List

Q35 Your reference list has a section label.

(a) What is it?

(b) How must you format the reference list label? (Choose all that apply.)

- centred
- boldface**
- italics
- same font style and size as the body of your paper
- Capitalized



Q39 Most online sources do not require you to include a retrieval date. However, some online sources note when they have updated specific content. This date is not the same as the date for the overall website. Other online sources, such as dictionary entries, Twitter profile, or Facebook page update regularly. Population clocks and dynamically created maps such as Google maps have information that changes over time. In any of these cases, include a retrieval date before the URL. Provide two examples, correctly formatted, for information that requires a retrieval date.

Q40 Number in order (1–6) the reference entry parts for the following database article citation with two authors Note the space between the two initials for each author’s name, the journal title capitalized and in italics, and the journal article title with only the first word of the title and subtitle capitalized:

\_\_\_\_\_ <https://doi.org/10.1037/rev0000126>

\_\_\_\_\_ 1–51.

\_\_\_\_\_ McCauley, S. M., & Christiansen, M.H.

\_\_\_\_\_ *Psychological Review*, 126(1),

\_\_\_\_\_ Language learning as language use: A cross-linguistic model of child language development.

\_\_\_\_\_ (2019).

## Rules Governing the Use of Numbers

Q41 What is the general rule for numbers according to APA? Which numbers must you write as words? Which numbers must you express as numerals?

Q42 There are exceptions to this rule. One exception is the rule about beginning a sentence with a number. What does APA say about this?

Q43 What should you do if you have back-to-back numbers modifying one word?

Q44 How do you represent numbers as percentages? When do you use the symbol for percent and when do you use the word percentag@

Q45 How do you represent numbers that refer to time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numerals?