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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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

Here is a list of resources that you can use to find the answers to the questions posed in this APA workbook:

Camosun library has an APA citation guide that is useful for citing sources unique to Camosun College such as course packs. There are also sample APA papers under the Formatting tab:

http://camosun.ca.libguides.com/apa

The American Psychological Association's website provides information and answers to questions about format, references, and style, including additional, updated, and, in some cases, correction of information in the **Publication Manual of the APA**.

www.apastyle.org

The American Psychological Association also has a quick guide for questions about references:

https://www.apastyle.org/learn/quick-guide-on-references

The following link provides an excellent general overview on when and how to quote:

http://writingcenter.unc.edu/tips-and-tools/quotations/

Purdue University's Online Writing Lab (OWL) has a built-in search engine, so it is a useful resource for anyone who is new to APA. The first link is a good place to start for citation information, and the second link is helpful for essay writing tips and guidelines:

https://owl.english.purdue.edu/owl/resource/560/01/

https://owl.english.purdue.edu/

If you prefer a visual and verbal demonstration of APA guidelines, try Memorial University Library's APA YouTube videos (Purdue OWL also has an APA video podcast (VidCast) series and a YouTube Channel):

https://www.youtube.com/playlist?annotation_id=annotation_71154359&feature=iv&list=PLJte6w3fUL6tnN8wb_hndiZViJzZNpcDI&src_vid=rqui6nHVYMw

Successful academic writers engage in a <u>process</u>:

- x They read extensively on a topic to understand the conversation among specialists in the discipline.
- x They engage in the reading by responding with questions, comments, and summary notes.
- x They determine the purpose of the writing: to address a problem, answer a question, create new knowledge, or challenge an existing belief, way of thinking, or way of doing something.
- x They develop a claim (thesis) based on their reading and their own thoughts on the topic.
- x They support their claim with evidence from the sp2y thiuppo18-1.5 ar0 (w)6 hi(k)6 (623 0 Td[-4 (h,)1.

Q1   Verbs communicate how writers express their ideas. When you introduce the words of an author, choose a verb that reflects that writer's intent, tone, and stance on the topic. List ten alternate verbs for argued in the phrase "

Q4   What is a DOI (digital object identifier)

Q6   Not all of the information provided in your reference list is required for the in-text citation. In most cases, only two pieces of information are required for an in-text citation. What are they? What third piece of information is mandatory for a direct quote but optional for a paraphrase or summary?

Q7   When you list author names in the body of your paper, do you use only the last name or do you include the first name or initials of the authors? There is a general rule and an exception to this rule. Note both rules. What about the author names in the entries in your reference list?

Q8   Imagine that you have used evidence in your essay from two different journal articles written by the same author in the same year. Given that you only include the author's name and the date of publication (and possibly location information such as a page number) for an in-text citation, how would your reader know which evidence came from which article? What principle can you derive from this example regarding the link between in-text citations and reference list entries?

Q9   List two strategies that you can use to keep track of the information you need for your in-text citations and your reference list. While a number of online resources are av9 0 1ca (lin)crrmationa82gu]

Q10   Parentheses (...) and square brackets [...] are punctuation that serve different purposes and cannot be used 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		
Add an in-text citation		
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 writer)		
Include, within the quote, supplemental information necessary to contextualize a quotation (material inserted in a quotation by someone other than the original writer)		
Enclose parenthetical material that is already within parentheses such as an abbreviation within an in-text citation		

Q11   When do you use ellipses (those three dots) in the body of your paper? When would you use a period before using ellipses? Provide one example using only ellipses and one using a period with ellipses. In your examples, note the location of the period and whether the ellipses are spaced or not.

Q12   The colon (:) is used in several situations in scholarly writing. Provide an example for each of the following situations:

In your reference list between place of publication and publisher

Between a grammatically complete introductory sentence and a word, a group of words (phrase or list), or a complete sentence (independent clause) that illustrates, extends, or amplifies the introductory sentence

After a grammatically complete sentence that introduces a block quote

Q13   There are two ways to cite (in-text) the authoritative source for the evidence you use in your paper: signal phrase (running text) and parentheses. Provide an example for each using the following information: Harry Potter, 2018, page 5.

Q14   When listing two or more authors in an in-text citation, use the word **and** in a signal phrase and an ampersand (&) for authors listed in parentheses. Create one example of a signal phrase and one of a parenthetical citation using the following information: Harry Potter, Ron Weasley, and Hermione Granger; 2018; pages 21-22.

Q15   Provide an example of an in-text citation where the source is not authored by any one or more individuals but by a group such as a corporation, association, or government agency.

Q16   What information do you use in the author position when there is no individual(s) or group author? Note the different formatting (double quotation marks or italics) depending on the type of resource.

Q17   What do you put in place of the date if the source has no date? You do need something. What other types of location information can you use if your source document has no page number?

Q18   Use direct quotes (someone else's

Q20   Sometimes the author(s) of your source is (are) quoting someone else. You want to use the quote but can't find the work from where the quote originated. How should you cite this secondary source also known as an indirect source in the body of your paper? Do you need to include the author(s) of the quote in the reference list? Which author(s) must you include in your reference list?

Q21   You have read a number of articles and realize that several researchers have taken a similar position on a topic. You want to show this synthesis of ideas in your essay, since it provides evidence for one of your supporting points and, therefore, for your thesis; however, you wonder how you are going to include all of the authors from all of the articles in a single citation. You can do this. Explain how.

Q22   Circle the letter of the APA in-text citation that is correct. (Hint: location of the period)

        A. Mathieson (2010) believed that " tha

One to two authors	
Three to five authors	
Six or more authors	

Q24   There is also a rule for the maximum <u>number of authors you should list in a single reference entry</u>. What is the rule? Be sure to talk about ellipses in your answer. Provide an example and show correct punctuation throughout (commas and periods).

Q25   When you use a direct quotation from a source, there is a rule for the maximum number of words that a quote can be before you have to set off the entire quote (known as a block quote or <u>setting off long quotations</u>) from the rest of the text. What is the maximum number of words? List four rules

Q27   List four guidelines for how your <u>overall essay</u>, including the title page, reference list, and appendix (ices)—if you use—should be <u>formatted</u>.

What typeface and font size is used throughout the entire document?

What line spacing is used throughout entire document including the entries in your reference list?

What is the margin on all sides of the page?

What alignment (left or right) is used?

Q28   Your essay includes <u>titles</u>, <u>headings</u> (sections and subsections within your essay that help to organize the material) and <u>a running head</u>. Because they are used in similar ways, you may find them confusing to distinguish between in terms of where each is used in your paper and how each is formatted.

Category	Location	Formatting
	Be sure to include the following information: x location in your essay x location on the page x whether centred x whether aligned at the left margin or indented	Choose all that apply: x title capitalization x sentence capitalization x all capital letters x bold x italics
Title of essay (in two places)		
Title of reference list		
Title of appendix(ices)		

Q32   Your reference list has a title.

What is it?

How is the title formatted? (Choose all that apply.)
- O centred
- O **boldface**
- O italics
- O same font style and size as the body of your paper

Q33   What is the location of your reference list in your paper? What is the location of the appendix(ices)?

Q34   What is a hanging indent and where is it used?

Q35   Although there are exceptions, what is the general rule for the order of your entries in your reference list?
- O alphabetical by title
- O alphabetical by author
- O most recent to oldest
- O oldest to most recent

Q36   The reference list has specific rules regarding capitalization and use of italics for titles of documents. Give an example for each resource that follows:

x Title of a book

x Title of a chapter in a book and title of the book

x   Title of a technical or research report

x   Title of an article and title of the periodical in which the article appears (periodicals are items published on a regular basis such as journals, magazines, and newspapers).

Q37   Number in order (1-6) the reference entry parts for the following database article citation with two authors:

　　　　　_____doi:10.1186/s12889-015-2190-9

　　　　　_____1-13.

　　　　　_____Hays, R. & Daker-White, G.

　　　　　_____BMC Public Health, (15),

　　　　　_____The care data consensus? A qualitative analysis of opinions expressed on Twitter.

　　　　　_____(2015).

Q38   What is the general rule for numbers according to APA? Which numbers must be written as words? Which numbers must be expressed as numerals?

Q39   There are exceptions to this rule. One exception is the rule about beginning a sentence with a number. What does APA say about this?

Q40   What should you do if you have back-to-back numbers modifying one word?

Q41   How do you represent <u>numbers as percentages</u>? When do you use the symbol for percent and when do you use the word **percentage**?

Q42   How are numbers that refer to