

## APA Answer Guide

This guide complements the APA Workbook, and its purpose is to assist you to learn where and how to find the answers to any questions that arise for you about APA format, style, and citation. As such, it does not offer specific answers but instead provides the location in the *Publication Manual of the American Psychological Association, 7<sup>th</sup> ed.* where a topic is discussed. You can find manuals in the library stacks, at the Reference Help desk, and at the Writing Centre during an appointment with a writing consultant. Your instructor may also have a copy.

Any time you find that there is room for interpretation, please discuss the options with your instructor.

A1 You can find the answers for question 1 in the links provided in the Scholarly Conversation section of the APA Workbook.

A2 You can find the answers for question 2 in the links provided in the Scholarly Conversation section of the APA Workbook.

A3 p. 253

A4 pp. 298–300, sections 9.34, 9.35, and 9.36

A5 Ch. 10, pp. 313–352; for PowerPoint or lecture notes type see also p. 259, section 8.8

A6 p. 262; p. 264, section 8.13; p. 269, section 8.23

A7 p. 262, section 8.10; p. 267, section 8.20; p. 286, section 9.8

A8 p. 267, section 8.19; p. 257, section 8.4; p. 261, section 8.10

A9 The point of this question is to encourage you to think about how you keep track of citation information as you conduct research. There is no one right answer—whatever works for you is fine. If you are looking for a more high tech option than cue cards, check out Mendeley, Zotero, EndNote Basic, or RefWorks.

A10 pp. 159–160, sections 6.8 and 6.9

A11 p. 275, section 8.31

A12 p. 156, section 6.5; p. 272–273, section 8.27

A13 pp. 262–264, sections 8.11 and 8.13; p. 270, section 8.25; p. 272, Table 8.2

A.14 p. 266, section 8.17

A15 p. 285, section 9.7; p. 266, Table 8.1; p. 268, section 8.21; p. 288, section 9.11

A16 p. 285, section 9.7; p. 289, section 9.12; p. 264, section 8.14; p.291, section, 9.19

A17 p. 291, section 9.17; pp. 273–274, section 8.28

A18 You need to use quotations when exact wording is required for technical accuracy such as for statistics, the exact words of an authority lend weight to your argument, or the language of the quote is particularly vivid or expressive.

Part of the purpose of paraphrasing is both to help you to understand the meaning of the source material and to show your instructor that you understand the material; therefore, do not quote simply because you do not understand the original passage from your resource.

Some students “pad” their papers with long quotes to meet page requirements. Falling short of content mean you have not thoroughly explored your topic’s depth and possibly have not analyzed sufficiently—showing how your evidence supports your claim. Meeting the page requirement through adding quotes is not going to help you succeed on your assignment.

Instead of connecting a string of quotes to form your essay, use your own words to paraphrase your sources and to explain how this evidence supports your argument.

A 19 p. 269–270, section 8.23 and 8.24

Paraphrase 1 is an example of an excellent paraphrase of the original.

Paraphrase 2 is an example of a slight misrepresentation of the original.

Paraphrase 3 is an example of a plagiarized version of the original.

A20 p. 258, section 8.6

A21 pp. 263–264, section 8.12

A22 p. 271, section 8.26; p.272, Table 8.2

A23 p. 266, section 8.17 and Table 8.1

A24 p. 286, section 9.8, bullet point 6; p. 317, Example 4

A25 p. 272–273, section 8.27

A26 p. 171, section 6.03

A27 p. 166, section 6.16

A28 p. 167, section 6.17

A29 p. 168, section 6.17

A30 Font: p. 44, section 2.19; Line spacing: p. 45, section 2.21; Margin: p. 45. Section 2.22; Paragraph Alignment: p. 45, section 2.23; Paragraph Indentation: p. 45-46, section 2.24

A31 Title of essay on title page: p. 32, section 2.4 under heading “Format” and in Figure 2.2

Section label-paper title at top of the first page of text: p.39, section 2.11 under heading “Format” and p. 47, section 2.27 under heading “Headings in the Introduction”

Section label “References”: p.40, section 2.12 under heading “Format”

Section label-“Appendix” or “Appendix A” (and other appendix labels): p. 41, section 2.14 under heading “Format”

Heading Levels: p. 47–49, section 2.27, Table 2.3, and Figure 2.4

Running head-p. 37, section 2.8

Section label “”Abstract”: p. 38, section 2.9

A32 p. 43. Section 2.17

A33 p. 37, section 2.8

A34 p.39 under heading “Format” and p. 47 under heading “Headings in the Introduction”

A35 p.40, section 2.12 under heading “Format”

A36 pp. 259–261, section 8.7 and 8.9; note the green box with information about capitalization of terms related to Indigenous Peoples

A37 p. 303, section 9.43

A38 pp. 303–306, sections 9.43-9.49

A39 p. 290, section 9.15 and 9.16; p. 324, example 33; p. 328, example 47; p. 349, example 104 and 106; p. 347, example 100; p. 352, example 114

A40 p. 317, section 10.1, example 1

A41 p. 178 under heading “Numbers”

A42 p. 179, section 6.33

A43 p. 179, section 6.34

A44 pp. 178, section 6.32; p. 179, section 6.33; p.187, section 6.44

A45 p. 178, section 6.32

A46 p. 179, section 6.33

A47 p. 181, section 6.39

A48 pp. 120–121, section 4.18; Chapter 5

## Appendix

### How to Capitalize and Format Reference Titles in APA Style (by Chelsea Lee)

APA Style has special formatting rules for the titles of the sources you use in your paper, such as the titles of books, articles, book chapters, reports, and webpages. The different formats that might be applied are capitalization (see [Publication Manual](#), section 4.15), italics (see section 4.21), and quotation marks (see section 4.07), and they are used in different combinations for different kinds of sources in different contexts.

The formatting of the titles of sources you use in your paper depends on two factors: (a) the independence of the source (stands alone vs. part of a greater whole) and (b) the location of the title (in the text of the paper vs. in the reference list entry). The table below provides formatting directions and examples:

Independence of source	Text		Reference list	
	Treatment	Example	Treatment	Example
Stands alone  (e.g., book, e-book, report [technical, government, etc.], dissertation, thesis, film, video, television series, podcast, YouTube video, artwork, map, music album, unpublished manuscript)	Italic, title case	<i>Gone With the Wind</i>	Italic, sentence case	<i>Gone with the wind</i>
Part of a greater whole  (e.g., journal article, book chapter, e-book chapter, newspaper article, magazine article, blog post, television episode, webisode, webpage, tweet, Facebook update, encyclopedia entry, Wikipedia entry, dictionary entry, song)	Inside double quotation marks, title case	“Longitudinal Impact of Parental and Adolescent Personality on Parenting”	Not inside any quotation marks, sentence case	Longitudinal impact of parental and adolescent personality on parenting

#### More on Italics versus Non-italics

As you can see in the table above, the titles of works that stand alone (such as a book or a report) are italicized in both the text and the reference list. In contrast, the titles of works that are part of a greater whole (such as an article, which is part of a journal, or a book chapter, which is part of a book) are not italicized in either place, and only in the text are they put inside quotation marks. If you are having difficulty determining whether something stands alone (such as a webpage that may or may not be part of a greater website), choose not to italicize.