APA Answer Guide

This guide is meant to complement the APA Workbook and its purpose, which 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* where the topic is discussed. Manuals can be found in the library stacks, at the Reference Help desk, and at the Writing Centre during an appointment with a writing consultant. Your instructor will also have a copy.

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

A1   The answers for question 1 can be found in the link provided in the Scholarly Conversation section of the APA Workbook.

A2   The answers for question 2 can be found in the link provided in the Scholarly Conversation section of the APA Workbook.

A3   p. 169

A4   pp. 187-192, section 6.31; p. 191 and p. 198 provide examples for how to correctly introduce a digital object identifier and a uniform resource locator in your reference entry; see also the Camosun citation guide for APA for the new secure doi format

A5   p. 180, section 6.22 for overview of the information that most reference entries must contain

Periodicals including scholarly journal articles, magazines, and newspapers-p. 198, section 7.01

Book (print version)-pp. 202-203, example 18

Book (electronic version of print book)-pp. 202-203, example 19

Book (electronic version only)-pp. 202-203, example 20

Book (edited with chapters written by different authors)-pp. 202-204

Technical or research report from corporate or government author-pp. 205-206

Blog post (weblog message)-p. 215, section 7.11, example 76

Lecture notes, handouts, or PowerPoint (personal, instructor, posted to D2L)-see Camosun citation guide under APA examples

A6   p. 174; p. 179, section 6.19; pp. 170-172, section 6.03 and 6.05

A7   p. 174, section 6.11; p. 176, section 6.14, and p. 184, section 6.27

A8   p. 178; p. 174 (see "Citing References in Text" section); p. 182

A9   The point of this question is to encourage you to think about how you keep track of citation information as you research and read your sources. 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. 93-95, section 4.09 and 4.10

A11   pp. 172-173, section 6.08

A12   p. 90, section 4.05; p. 187, section 6.30; p. 171, section 6.03

A13   p. 174, section 6.11

A.14   p. 175, section 6.12

A15   p. 176, section 6.13; Table 6.1, p. 177

A16   p. 176, section 6.15

A17   p. 185, section 6.28; pp. 171-172, section 6.05

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 to both 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 don't understand the original passage of your resource.

Some students "pad" their papers with long quotes to meet page requirements. If you are falling short of content take it to mean that you haven't thoroughly explored your topic's depth and possibly haven't analyzed sufficiently—showing how your evidence supports your claim. Meeting the page requirement through adding quotes is not going to help you succeed on the 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   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. 178, section 6.17

A21   pp. 177-178, section 6.16

A22   p. 172, section 6.05

A23   p. 177, table 6.1

A24   p. 184, section 6.27; p. 198, example 2

A25   p. 171, section 6.03

A26   p. 171, section 6.03

A27   pp. 228-229, section 8.03

A28   Titles-p. 23, section 2.01; p. 229, section 8.03

Levels of Headings-pp. 62-63, section 3.02-3.03

Running head-p. 229 (Order of manuscript pages section)

Note that there is an error in the APA manual regarding the words Running head not appearing on the title page. See the correct information on the running head in the following link: https://www.apastyle.org/learn/quick-guide-on-formatting#Running%20head

There is also information in this link about the placement of the running head within the top margin.

A29   Camosun College Library website under Citation-APA-Formatting-Inserting the Running Head

A30   p. 229, Order of manuscript pages section

A31   p. 27, section 2.05; p. 28 (last paragraph on the page)

A32   p. 59, see sample paper

A33   pp. 229-230

A34   p. 37, section 2.11

A35   pp. 181-183, section 6.25

A36   You will need to look at examples of reference page entries to answer the questions in this section. The easiest way to remember the formatting rules for titles (capitalization, italics, and quotation marks) is to determine the independence of a source. Does it stand alone or is it part of a greater whole? See Appendix for detailed information on formatting titles.

Title of a book pp. 202-203, section 7.02, example 18 (print and e-books follow the same formatting rules for titles)

Title of a chapter in a book and the title of the book- pp. 202-204, section 7.02, example 25 (print and e-books follow the same formatting rules for titles)

Title of technical or research report (also known as gray literature)-pp. 205-206, section 7.03

Title of an article and title of the periodical in which the article appears (these include items published on a regular basis such as scholarly journal articles in scholarly journals, magazine articles in magazines, and news articles in newspapers)-pp. 198-202, section 7.01

A37   p. 198, section 7.01, example 1

A38   p. 111 (see section <u>between</u> the "Numbers" heading and the "4.31 Numbers Expressed in Numerals" heading

A39   p. 112, section 4.32a

A40   pp. 112-113, section 4.33

A41   pp. 111-112, section 4.31d; p. 118 (see "Symbol for percentage" section)

A42   p. 112, section 4.31

A43   p. 112, section 4.32b

A44   p. 114, section 4.38

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	*Gone With the Wind*	Italic, sentence case	*Gone with the wind*
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.