APA Manual (7th ed.)

Chapter Quizzes

**Chapter 1 Scholarly Writing and Publishing Principles**

**True or False**

\_\_\_\_\_ 1. Student writing deserves the same level of care and attention to detail as that given to professional writing.

\_\_\_\_\_ 2. Journal articles that review or synthesize findings from primary research do not include literature reviews and meta-analyses.

\_\_\_\_\_ 3. Within an article, authors should describe elements of their study in the first person.

\_\_\_\_\_ 4. Qualitative researchers tend to view their findings as being situated within place and time rather than seeking to develop principles that remain stable regardless of context.

\_\_\_\_\_ 5. Replication studies should be exact, rather than approximate or conceptual.

\_\_\_\_\_ 6. References used in a meta-analysis are preceded by an asterisk.

\_\_\_\_\_ 7. Qualitative meta-analyses entail a singular procedure, rather than an aggregate function.

\_\_\_\_\_ 8. The APA Ethics Code is a static document, intended to provide principles of beneficence and nonmaleficence.

\_\_\_\_\_ 9. To support ethical and accurate reporting, no study participant should be selectively excluded without mention.

\_\_\_\_\_ 10. Both duplicate and piecemeal publication of data misrepresent the amount of original research in the repository of scientific knowledge.

Answers: 1-T, 2-F, 3-T, 4-T, 5-F, 6-T, 7-F, 8-F, 9-T, 10-T

APA Manual (7th ed.)

Chapter Quizzes

**Chapter 2 Paper Elements and Format**

**True or False**

\_\_\_\_\_ 1. Research has shown an association between simple, concise titles and higher numbers of article down-loads and citations.

\_\_\_\_\_ 2. A creative title should be balanced with a substantive subtitle.

\_\_\_\_\_ 3. A running header should consist of the same words in the same order as the title.

\_\_\_\_\_ 4. Abstracts are typically 250 to 300 words, but should follow the requirements of a specific journal.

\_\_\_\_\_ 5. Start the reference list on a new page and double-space all entries.

\_\_\_\_\_ 6. Include an appendix only if it helps readers understand, evaluate, or replicate the study or theoretical argument being made.

\_\_\_\_\_ 7. Insert page numbers in the bottom right corner; do not type page numbers manually.

\_\_\_\_\_\_ 8. Double-space the entire paper, except for block quotations and table content.

\_\_\_\_\_\_ 9. It is appropriate to bold only Level 1 and Level 2 headings.

\_\_\_\_\_ 10. Because the first paragraphs of a paper are understood to be introductory, the heading “Introduction” is not needed.

Answers: 1-T, 2-T, 3-F, 4-F, 5-T, 6-T, 7-F, 8-F, 9-F, 10-T

APA Manual (7th ed.)

Chapter Quizzes

**Chapter 3 Journal Article and Reporting Standards (JARS)**

**True or False**

\_\_\_\_\_ 1. Because research terms vary, authors are encouraged to use and define terms for readers according to their preferred approaches.

\_\_\_\_\_ 2. A well-prepared abstract can be the most important paragraph in an article.

\_\_\_\_\_ 3. An abstract should not be dense with information and embedded with essential terms, but provide the reader with a general summary of the study.

\_\_\_\_\_ 4. Using nouns rather than their verb equivalents and active rather than the passive voice is recommended for readability.

\_\_\_\_\_ 5. Basic findings for quantitative analyses should include effect sizes and confidence intervals, and statistical significance levels when possible.

\_\_\_\_\_ 6. The philosophical assumptions that underlie research traditions or strategies (e.g., epistemological beliefs, worldview, paradigm, or research tradition) all align with the term *approaches to inquiry.*

\_\_\_\_\_ 7. *Back-translation* is a specific method of presenting two versions of an instrument to help communicate content to bilingual participants.

\_\_\_\_\_\_ 8. Exploratory hypotheses are preliminary notions informed by previously reported empirical studies.

\_\_\_\_\_\_ 9. The purpose of nonexperimental designs is to observe, describe, classify, or analyze naturally occurring relationships between variables of interest.

\_\_\_\_\_ 10. Qualitative meta-analysis involves the interpretative aggregation of primary data collected across selected studies.

Answers: 1-T, 2-T, 3-F, 4-F, 5-T, 6-T, 7-F, 8-F, 9-T, 10-F

APA Manual (7th ed.)

Chapter Quizzes

**Chapter 4 Writing Style and Grammar**

**True or False**

\_\_\_\_\_ 1. .Four qualities of effective scholarly writing are continuity, consideration, conciseness, and clarity.

\_\_\_\_\_ 2. Writers often overuse adverbs, so it is important to consider whether any case of their use as introduction or transition is needed.

\_\_\_\_\_ 3. Intentional alliteration, rhyming, poetic expressions and clichés typically support a professional tone in scholarly writing.

\_\_\_\_\_ 4. Paragraphs longer than a single double-spaced page risk losing the reader’s attention and should be avoided.

\_\_\_\_\_ 5. Contractions and colloquialisms detract from a professional tone in scholarly writing and should be avoided, except in special instances.

\_\_\_\_\_ 6. Do not attribute human characteristics to animals or inanimate sources—doing so is called anthropomorphism*.*

\_\_\_\_\_ 7. The passive voice is acceptable in expository writing when focusing on the doer/actor of a passive behavior.

\_\_\_\_\_\_ 8. Because all action associated with a published research study is completed in the past, authors should avoid using the present tense.

\_\_\_\_\_\_ 9. The word “would” can indicate indicative mood to mean “habitually” but not should not be used as a hedge, which reduces clarity.

\_\_\_\_\_ 10. Restricting the use of “since” and “while” to their temporal meanings is helpful to readers.

Answers: 1-F, 2-T, 3-F, 4-T, 5-T, 6-T, 7-F, 8-F, 9-T, 10-T

APA Manual (7th ed.)

Chapter Quizzes

**Chapter 5 Bias-Free Language Guidelines**

**True or False**

\_\_\_\_\_ 1. .According to APA Style, using bias-free language means avoiding perpetuation of demeaning language and implied or irrelevant evaluation of groups.

\_\_\_\_\_ 2. Using general terms improves readers’ abilities to understand the generalizability of findings and other researchers’ ability to use data in a meta-analysis or replication.

\_\_\_\_\_ 3. .When writing about age, use specific, rather than broad categories, which means that there is no need to include the mean or median age of a group.

\_\_\_\_\_ 4. When writing about socioeconomic status, use income ranges or specific designations rather than general labels, such as “low income” or “poor”.

\_\_\_\_\_ 5. APA Style recommends person-first language to replace labels that feature disability; however, the use of such labels is evolving.

\_\_\_\_\_ 6. When referring to multiple groups, consider the order of presenting them to avoid implying that one is the universal standard to which others are compared.

\_\_\_\_\_ 7. Using the terms “males” and “females” is less appropriate when describing groups with broad age ranges.

\_\_\_\_\_\_ 8. It is appropriate for an outsider to use negative or condescending terms when describing a group only if insiders do so.

\_\_\_\_\_\_ 9. According to APA Style, gender identity is distinct from sexual orientation; thus, the two must not be conflated.

\_\_\_\_\_ 10. Use the singular “they” to avoid making assumptions about an individual’s gender.

Answers: 1-T; 2-F, 3-F, 4-T, 5-T, 6-T, 7-F, 8-F, 9-T, 10-T

APA Manual (7th ed.)

Chapter Quizzes

**Chapter 6 Mechanics of Style**

**True or False**

\_\_\_\_\_ 1. According to APA Style, all punctuation is followed by one space, except periods used with abbreviations in parentheses.

\_\_\_\_\_ 2. Periods are not needed for abbreviations related to state, province, or territory names, capital letter acronyms, academic degrees, or measurements.

\_\_\_\_\_ 3. A comma should NOT be used to separate two parts of a compound predicate, but should be inserted to set off a nonessential or nonrestrictive clause.

\_\_\_\_\_ 4. Double quotation marks are appropriate to highlight a key term or phrase or to hedge or downplay the implied meaning.

\_\_\_\_\_ 5. Spelling in APA Style papers should conform to the *Merriam-Webster.com Dictionary*.

\_\_\_\_\_ 6. The following words of Latin or Greek origin should end in an “a” in their plural forms: criterion, curriculum, datum, and phenomenon.

\_\_\_\_\_ 7. All two-part compound adjectives should be hyphenated if they precede their modified nouns.

\_\_\_\_\_\_ 8. All “self-“ compounds, whether adjectives or nouns should be hyphenated, except for “self psychology”.

\_\_\_\_\_\_ 9. All proper nouns, names of diseases, disorders, theories and models should be capitalized.

\_\_\_\_\_ 10. All titles, headings, table names, and column headings should conform to title case capitalization.

Answers: 1-F, 2-T, 3-T, 4-F, 5-T, 6-T, 7-F, 8-T, 9-F, 10-F

APA Manual (7th ed.)

Chapter Quizzes

**Chapter 7 Tables and Figures**

**True or False**

\_\_\_\_\_ 1. A figure may be a chart, graph, photograph, drawing, or any other illustration or nontextual depiction.

\_\_\_\_\_ 2. The first consideration for using a table or figure is its potential visual impact on the reader.

\_\_\_\_\_ 3. In figure images, use sans serif fonts that are large enough to be read without magnification.

\_\_\_\_\_ 4. Tables and figures follow the same structure, including a number, title, body, and notes (if needed).

\_\_\_\_\_ 5. A call-out for a table in the text is not needed if the table is presented on a separate page.

\_\_\_\_\_ 6. Tables and figures can be centered if they fill an entire page.

\_\_\_\_\_ 7. The body of a table may be single, one-and-a-half-spaced, or double-spaced.

\_\_\_\_\_\_ 8. A table or figure number is bolded, but the title is not.

\_\_\_\_\_\_ 9. Although table or figure notes can be general or specific, different notes should be listed on separate lines with specific notes preceding more general comments.

\_\_\_\_\_ 10. When possible, place a legend for a figure to the side of an image to better use the space around the image.

Answers: 1-T, 2-F, 3-T, 4-T, 5-F, 6-F, 7-T, 8-T, 9-F, 10-F

APA Manual (7th ed.)

Chapter Quizzes

**Chapter 8 Works Credited in the Text**

**True or False**

\_\_\_\_\_ 1. A major task in responsible writing is to credit the ideas of others and document all facts and figures that are not common knowledge.

\_\_\_\_\_ 2. When done deliberately, plagiarism violates ethical standards in scholarship.

\_\_\_\_\_ 3. Patchwriting refers to changing a few words but retaining the meaning of a text written by someone else.

\_\_\_\_\_ 4. Self-plagiarism does not apply to duplicate publication, which applies to having the same or similar work published by multiple publishers.

\_\_\_\_\_ 5. Each work cited in the text must be listed in the reference list and all references must be cited in the text.

\_\_\_\_\_ 6. Reasons for citing a secondary source include lack of availability of a primary source, need for a translated version, and reliance on someone’s interpretation of the original work.

\_\_\_\_\_ 7. Works that cannot be recovered by the readers (e.g., emails, personal interviews, live speeches, etc.) are cited in the text as personal communications, but are not listed in the references

\_\_\_\_\_\_ 8. Place multiple citations for the same author in chronological order.

\_\_\_\_\_\_ 9. If the author for a cited source is not known, list the work under Author in the reference list.

\_\_\_\_\_ 10. For a work with three or more authors, include the name of only the first author, plus “et al.” in every citation, including the first mention, unless doing so would create ambiguity.

Answers: 1-T, 2-F, 3-T, 4-F, 5-T, 6-F, 7-T, 8-T, 9-F, 10-T

APA Manual (7th ed.)

Chapter Quizzes

**Chapter 9 Reference List**

**True or False**

\_\_\_\_\_ 1. A reference list cites work that supports the ideas, claims, and concepts in the paper, as well as works for background and further reading.

\_\_\_\_\_ 2. Although many types of works can be retrieved online, only some works fall into the webpages and websites reference categories.

\_\_\_\_\_ 3. The four elements of a reference are author, date, title, and source.

\_\_\_\_\_ 4. A *source element* includes the information about where the work came from, including a periodical’s title, a book’s or report’s publisher, or a website’s name.

\_\_\_\_\_ 5. Put a period after each reference element, including the DOI.

\_\_\_\_\_ 6. An author may be an individual, multiple people, a group, but not a combination of people and groups.

\_\_\_\_\_ 7. Use one space between initials in references.

\_\_\_\_\_\_ 8. Agencies listed in the author element are not repeated in the source element of the reference.

\_\_\_\_\_\_ 9. If an author is unknown or cannot reasonably be determined, list the source as Anonymous in the references.

\_\_\_\_\_ 10. Finish a periodical’s information with a period, followed by a DOI or URL as applicable.

Answers: 1-F, 2-T, 3-T, 4-T, 5-F, 6-F, 7-T, 8-T, 9-F, 10-T

APA Manual (7th ed.)

Chapter Quizzes

**Chapters 10-12 Reference Examples, Legal References, Publication Process**

Consult Chapters 10 and 11 to determine how to accurately credit scholarly and legal works as references and in-text citations. The statements below refer to the content of Chapter 12 Publication Process.

**True or False**

\_\_\_\_\_ 1. One advantage of the multiple-paper format is that it better lends itself to flipping the dissertation as journal articles.

\_\_\_\_\_ 2. Reformatting a traditional dissertation as a publishable article requires substantial revision of the scope and conceptual framework.

\_\_\_\_\_ 3. Prestigious journals are peer-reviewed, rely on an editorial board of distinguished researchers, and accessible online.

\_\_\_\_\_ 4. Any number of unethical or negligent means of soliciting, evaluating, or publishing articles are among the deceptive practices of predatory journals.

\_\_\_\_\_ 5. An important difference between predatory and open access journals is that predatory journals charge fees without providing the services to justify the fees.

\_\_\_\_\_ 6. High-quality periodicals typically have digital object identifiers (DOIs) for their articles and an ISSN for the periodical.

\_\_\_\_\_ 7. Professional publication includes peer-review, appearing in a journal with an ISSN, or posted by the author(s) in a professional form on the internet.

\_\_\_\_\_\_ 8. Acceptance for publication usually requires that a manuscript contributes to the content area covered by the journal, communicates clearly and concisely, and, follows the journal’s style guidelines.

\_\_\_\_\_\_ 9. Editors may mask the name of any authors before distributing a manuscript to selected reviewers but should not mask the names of the reviewers so they are known to the author(s).

\_\_\_\_\_ 10. Journals can require a Response to Reviewers that specifies how authors addressed each critique made by a reviewer and where the revision can be found in the revised manuscript.

Answers: 1-T, 2-F, 3-F, 4-T, 5-T, 6-T, 7-F, 8-T, 9-F, 10-T