

**An Assignment to Create a Template for the APA (American Psychological Association)**

**First Assignment**

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AIDI 1004: Issues and Challenges in AI

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## **An Assignment to Create a Template for the APA (American Psychological Association)**

This assignment is helpful to understand the APA style formatting. It has several questions and their answers. The principal aim is to learn the basics of APA styling so that we can learn, understand, and use this format.

### **Problem Statement**

We are lagging in formatting a document as per the directive template. In order to learn the formatting, this assignment is supposed to convert an assignment into a student paper.

### **Why use APA Style?**

APA Style helps authors to present their ideas in a clear, concise, and organized manner that enable readers to

- (a) focus on the ideas being discussed instead of formatting
- (b) skim and scan the works for the points, findings, and sources. Style guidelines encourage authors to disclose prominent information of the study and allow readers to understand the concept with minor distractions, like inconsistencies in punctuation, capitalization, and presentation of statistics.

It allows readers to evaluate the findings and can be helpful to other researchers to potentially replicate the studies. Data of the Tables and figures are engaged in a consistent manner which is easy to understand the stats.

### **What four elements do most references contain?**

References have four different elements types (Author, Date, Title, and source). An example of these elements is shown below.

Author: Sukhwinder Singh,

Date: 23 Jan, 2022

Title: An Assignment to Create a Template for the APA (American Psychological Association)

Source: A source from where the element is captured.

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.281)

**What elements are required on an APA Style student title page? Provide an example using the information for this course.**

It will have the following items on a page

The page number on the right top side: 3

Paper title: An Assignment to Create a Template for the APA (American Psychological Association)

Paper Subtitle (If required): First Assignment

Author: Sukhwinder Singh

Affiliation: Computer Studies, Georgian College

Course: AIDI 1004: Issues and Challenges in AI

Instructor: Ms. Katie Tiwari

Due Date: 23 Jan 2022

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.32)

**What line spacing should you use for all text in an APA Style paper**

We have to use double-space in the entire document, including the document's title page, abstract, text, headings, block quotations, reference list, table and figure notes, and appendices.

However, there are some of the exceptions, which are as follows:

- Title page: Elements of the title page are double-spaced, and an additional double-spaced blank line appears between the title and byline.
- Table body and figure image: The table body (cells) and words within the image part of a figure may be single-spaced, one-and-a-half-spaced, or double-spaced.
- Footnotes: Footnotes should be single-spaced and formatted with the default settings of your word-processing program.
- Displayed equations: It can be triple- or quadruple-spacing in special circumstances, such as before and after a displayed equation.

There will be no extra spacing between paragraphs.

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.45)

### **What paragraph alignment and paragraph indentation should you use for all text in an APA Style paper?**

The text must be aligned to the left in the documents and leave the right margin uneven. Full justification in the document is not allowed. It adjusts the spacing between words that make all lines of the paragraph of the same length.

**Indentation:** Indent the first line of every paragraph 0.5 in. or use your word-processing program's tab key or the automatic paragraph-formatting function. The default settings in most word-processing programs are acceptable.

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.45)

### **How many heading levels is it possible to use in the text of an APA Style paper?**

The APA Style is composed of 5 Levels of headings. These are discussed as follows.

#### **Level 1: Section Heading**

It is the first and foremost heading of the document or chapter. It can be like Introduction, Background, Methodology, or Result and Analysis.

#### **Level 2: Section Heading**

It can be a subsection of Level 1: It can be said as the definition of Level 1 such as Defining an Abstract, text about Introduction or discussion about the Results or Analysis.

#### ***Level 3: Section Heading***

It is the following subsection where the description of specific terms is introduced. We can define here specific terms used in the document or in the experiment like Decision Tree, Random Forest, or other models used in the experiment.

#### **Level 4: Section Heading.**

It is the 4<sup>th</sup> subsection of the document.

#### ***Level 5: Section Heading.***

It is the last subsection of the document.

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.47)

### **Which heading levels are written in bold? Which heading levels are written in bold italic?**

As per the APA contents, all heading levels can be written in bold.

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.48)

**What should you write on the first line on the first page of text in all APA Style papers?**

The first line of the first page has a title of the paper, bold, and centered. An example of the first page of the text is defined below.

**The First page of the text.**

The above content is written on the top of the following second page. It must be bold and centred.

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.39)

**In general, what numbers are expressed in words and what numbers are expressed in numerals in an APA Style paper?**

We can define the numerical values as words (zero) when a number is after a noun. On the other hand, we can use a number as a numerical (0) before a noun.

For example, suppose there is Table number 5 in a paper.

<b>The number after a noun</b>	<b>The number before a noun</b>
Table 5	The fifth table

**When citing multiple works by different authors in parentheses, in what order should you place the citations? What punctuation mark should you use between the citations?**

If we have to cite multiple works of different authors, we have to arrange citations of authors in alphabetical order, and Semicolons must separate these. This alphabetical order helps

readers to locate and retrieve the works quickly because they are listed in the same order in in-text citations and reference list entries.

(Sukhwinder et al., 2022; Simran & John, 2022; Westinghouse, 2017)

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.263)

**When citing multiple works by the same author in parentheses, how many times should you write the author's name? In what order should you place the citations? What punctuation mark should you use between the citations?**

Ambiguity can arise when multiple works cited in a paper have the same author and date (i.e., the same author[s] in the same order and the same year of publication) because the same in-text citation would then correspond to multiple reference list entries.

When multiple references have an identical author and the same publication year, we have to include a lowercase letter after the year. Examples of these citations are depicted below:

- The letter format for references with years is "2020a," "2020b."
- The letter format for references with no date is "n.d.-a," "n.d. -b."
- The letter format for in-press references is in "in press-a," "in press-b."

(Sukhwinder & Harinder, 2012a)

Sukhwinder and Harinder (2012b)

(Sukhwinder, n.d.-a, n.d.-b)

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.267,305)

**When a work has three or more authors, what is the correct format to use for the authors' names in the in-text citation?**

If there are three or more authors, we have to include the only name of the first author in every citation. However, a term "et al." will be added that represent that this study has more than three authors. In parenthetical citations, use an ampersand (&) between names for a work with two authors or before the last author when all names must be included to avoid.

(J6reskog & S6rbom, 2007)

Eifert and Yildiz (2018)

(Sukhaa et al., 2022)

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.266)

**What does it mean to paraphrase versus directly quote from a work?**

Paraphrasing is an effective writing strategy allowing authors to summarize and synthesize information from one or more sources, focus on meaningful information, and compare and contrast relevant details. Published authors paraphrase their sources most of the time rather than directly quoting the sources.

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p. 266)

Directly quote from written material that does not contain page numbers that provide readers with another way of locating the quoted passage. There are the following approaches that will best to find the quotation.

- Provide a heading or section name.



- Provide an abbreviated heading or section name in quotation marks to indicate the abbreviation if the full heading or section name is too long or unwieldy to cite in full.
- Provide a paragraph number (count the paragraphs manually if they are not numbered).
- Provide a heading or section name in combination with a paragraph number.

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.281)

**What is the maximum length (number of words) of a short quotation (i.e., a quotation that is placed in double quotation marks within the text of a sentence)?**

For quotations of fewer than 40 words, use single quotation marks within double quotation marks to set off material that was endorsed in double quotation marks in the original source.

American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.277

**What format should you use for a quotation of 50 words?**

To Reprint a long quotation or commercially copyrighted test item, seeking permission from the copyright holder is required and providing a copyright attribution.

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.253)

Although most quotations taken from a published work need only an author-date citation, you should seek permission and provide a copyright attribution to reproduce a long quotation, the definition of which varies by the copyright holder. It is the author's responsibility to determine the policy of each copyright holder;

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.386)

### **What should you write instead of a date in a reference for a work with no date?**

Sometimes the publication date of a work is unknown or cannot be determined. For works with no date, write "n.d." (which stands for "no date") in parentheses. Put a period after the "n" and after, the "d" with no space between the letters.

Sukhaa (n.d.).

### **How do you format an APA Style reference list?**

The following guidelines will help you to format a reference list in an APA Style properly:

- Begin the reference list on a new page after the text
- Place the section label "References" in bold at the top of the page, centered.
- Order the reference list entries alphabetically by author.
- Double-space the entire reference list (both within and between entries).
- Apply an indent of 0.5 in. to each reference list entry, meaning that the first line of the reference is flush left, and subsequent lines are indented 0.5 in. from the left margin.

(American Psychological Association. (2019). Publication Manual of the American Psychological Association, (2020), p.303)

## References

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- Akhter, R., & Sofi, S. A. (2021). Precision agriculture using IoT data analytics and machine learning. *Journal of King Saud University-Computer and Information Sciences*.