### **Summary of APA Style Guide**

The **APA (American Psychological Association) referencing system** is a widely used citation style. It includes:

* **In-text citations**: These appear within the body of the text and include the **author’s last name, publication year, and page number** in parentheses (e.g., *Redman, 2018, p. 231–6*).
* **Reference List**: Full details of the sources cited in-text are included at the end of the work.
* **Microsoft Word Tools**: The software provides built-in features to create citations and automatically generate a reference list or bibliography.

### **Summary of Referencing Tips**

#### **Quotations:**

* Keep **original errors** in quotations; use **[sic]** to indicate mistakes.
* Maintain **original spelling** of names and words (e.g., *World Health Organization* stays the same).
* Use **square brackets** for added context (e.g., *[American Civil] war*).
* Use **ellipses (…)** to show omitted parts of a quote.

#### **Reference Lists:**

* **Microsoft Word** can generate reference lists automatically.\
* Use **‘n.d.’** if no date is available and **‘n.p.’** if no page number is given.
* Use **en dashes (–)** instead of hyphens in page ranges.
* List references **alphabetically** by the **surname** of the first author.
* Apply the **hanging indent** format.
* If available, include the **DOI** at the end of the reference.

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### **Summary of Character Data Type**

A **character** field stores a **single alphanumeric character** and is used to represent multiple options in a compact format. This helps **simplify data entry** and **save storage space**. For example, box sizes **small, medium, and large** can be stored as **‘S’, ‘M’, or ‘L’**. Users may select these values using a **radio button group** on a form.

### **Summary of Text (String) Data Type**

A **text (string) field** stores a mix of **letters, numbers, and special characters** (alphanumeric) with a limit of **255 characters**. It is commonly used for **names, addresses, postcodes, and phone numbers**, as these may contain spaces and are not used for calculations. Storing them as text is more **efficient** than using a large numeric value.

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### **Summary of Numeric Data Types**

Numeric fields **only allow numbers** and are used for **calculations** (e.g., price × quantity). They are categorized as:

* **Integer**: Whole numbers, including negatives.
* **Floating Point**: Decimal numbers, used for **financial transactions and percentages**.

The specific names of these data types may vary across database systems, but their function remains the same.

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### **Summary of Numeric – Date Data Type**

The **date format** is a type of numeric data based on the **number of days since a set "zero" date** in an operating system or database. For example, day **1** might be **January 1, 1900**, while **44,134** represents **October 30, 2020**.

* **Dates allow calculations**, such as finding the difference between two dates.
* **Formatting options** include **years, months, days, hours, minutes, and seconds**.
* **Time can be displayed in 12-hour or 24-hour format**.

### **Summary of Boolean Data Type**

The **Boolean data type** is used for **binary choices**, such as **Yes/No, True/False, 0/1, or On/Off**. It is commonly represented as a **checkbox** on forms.

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### **Summary of Image Data Type**

The **image data type** is used for storing **graphical items** like **photos, diagrams, charts, or illustrations** in formats such as **.jpg, .png, and .gif**. Since images **increase file size**, they should be used **sparingly** in databases. Images are stored in **binary format**.

### **Summary of Sound Data Type**

The **sound data type** stores **audio recordings** in formats like **.mp4, .wav, .aac, and .flac**. Users can choose **uncompressed files** for better quality or **compressed files** to save storage space. Like images, **sound is stored in binary format**.

### **Summary of Data Structures**

Data structures help in **efficient storage and processing** of information. They rely on **data types** such as **numeric (integer, floating point), text (string), Boolean, character, and date** to organize and manage data effectively.

### **Summary of Spreadsheets**

Spreadsheet applications like **Excel, Google Sheets, and Apple Numbers** automatically detect data types but can sometimes misinterpret them (e.g., **01/02** as a date). To store data correctly, users can **manually set the format** or **use an apostrophe** before the input. Each **cell should contain only one data type**, and **units should be placed in column headings**, not within cells.

### **Summary of Databases**

Databases like **Microsoft Access, SQL, and FileMaker** use **structured fields, records, and tables**, ensuring clear data organization. In contrast, **spreadsheets (e.g., Excel)** do not require predefined data types, allowing flexible but ambiguous data storage until a function or calculation is applied.

### **Summary of Next Steps**

When collecting data, ensure **protection of respondents, data integrity, and correct data types and structures**. Additionally, consider **legal constraints** and the **importance of acknowledging sources**, which will be further explored in later discussions on **data storage and communication laws**.

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### **Summary of Data Integrity**

Data integrity ensures that stored, transmitted, or archived data remains **accurate, accessible, and reliable**. Maintaining integrity is crucial for producing **useful information**. In research, both **primary and secondary data** must be evaluated for **accuracy, authenticity, correctness, reasonableness, relevance, and timeliness**.

### **Summary of Accuracy**

Accuracy ensures that collected data is **correct and error-free**. **Validation techniques** help prevent incorrect data entry by restricting inputs. Common validation methods in **online forms** include **dropdown lists, radio buttons, predictive text, checkboxes, and required fields**.

### **Summary of Authenticity**

Authenticity ensures that data is **genuine, reliable, and trustworthy**. Digital data can be easily **faked or manipulated**, making verification crucial. **Primary data** is easier to authenticate but must be collected carefully to avoid inaccuracies.

**Characteristics of authentic data:**

* Comes from a **legitimate** source.
* Has **not been altered** or corrupted.
* Is **not faked** or misleading.
* Remains **unchanged** without authorization.
* **Accurately represents** what it claims to be.

### **Correctness**

Correct data accurately represents real-world objects or concepts. Errors such as misspelled names or incorrect dates compromise correctness. For example, weather forecasts are considered correct when they truthfully reflect temperature and rainfall predictions.

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### **Reasonableness**

Reasonable data falls within expected boundaries. It helps detect glaring errors but does not ensure accuracy. For instance, a newborn’s weight is usually between 2–5 kg, but weights outside this range might still be accurate.

### **Relevance**

Relevance measures how well data aligns with a specific topic or purpose. While some relationships are obvious (e.g., income affects spending habits), others are less clear (e.g., whether age impacts schizophrenia). Assuming data is relevant when it isn’t can lead to incorrect conclusions.

### **Timeliness**

Timeliness refers to how up-to-date data is. Using outdated information can lead to poor decisions, such as using 1990s population data to plan new schools. Additionally, information must be provided at the right time—e.g., a school bulletin published at the end of the day is useless.

**Summary of important terms in-presentation quiz**

**Referencing & Conventions**

**•APA Style Guide**

**•Quotations**

**•Reference Lists**

**•Citations**

**Data Types**

**•Text (String)**

**•Numeric**

**•Date/Time**

**•Boolean**

**•Character**

**Data Integrity**

•Accuracy

•Authenticity

•Correctness

•Reasonableness

•Relevance

•Timeliness

**Data Structures**

•Databases

•Spreadsheets

•Tables & Fields