APA Lab 1 - 5%

In this course, like many others in your program, you will be required to submit your assignments following the American Psychological Association (APA) format to comply with the "ethical and legal principles [which] underline all scholarly research and writing" (APA, 2020, p.11). These established principles are intended to achieve the following goals:

- "Ensuring the accuracy of scientific findings,

- Protecting the rights and welfare of research participants and subjects, and

- Protecting intellectual property rights" (APA, 2020, p. 11).

As such, "APA Style covers the aspects of scholarly writing most pertinent to writing in psychology, nursing, business, communications, engineering, and related fields. It specifically addresses the preparation of draft manuscripts being submitted for publication in a journal andthe preparation of student papers being submitted for a course assignment" (APA, 2021).

While the 7th edition of the official guide to APA format has close to 400 pages of guidelines on how to scholarly write papers, I do not expect you to know them all by the end of this course. However, it is expected that **you will submit papers meeting the appropriate standards for cover pages, in-text citations, reference lists, and general formatting, suchas: page header (incl. page number), font, line spacing, margins, paragraph alignment and indentation, and heading levels**. Additional instructions, like the length of paper, may be provided to you with each specific assignment. **Points will be deducted for failure to follow APA style**.

The purpose of this lab is to familiarize you with APA format and provide you with an opportunity to create an APA template to use for writing all your future papers.

Required reading

https://apastyle.apa.org/

Assignment

Answer the following questions and provide the reference for each of them.

1. Why use APA Style?

2. What four elements do most references contain?

3. What elements are required on an APA Style student title page? Provide an exampleusing the information for this course.

4. What line spacing should you use for all text in an APA Style paper?

5. What paragraph alignment and paragraph indentation should you use for all text in anAPA Style paper?

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

7. Which heading levels are written in bold? Which heading levels are written in bold italic?

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

9. In general, what numbers are expressed in words and what numbers are expressed innumerals in an APA Style paper?

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

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

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

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

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

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

16. What should you write instead of a date in a reference for a work with no date?

17. How do you format an APA Style reference list? Specify its location within the text, including whether it should begin on a new page, the label it should have, and the linespacing and paragraph indentation to use. Provide an example using the reference toanswer this question.

References

APA. (2020). *Publication Manual of the Americam Psychological Association* (7 ed.). Washington, DC: APA. doi:https://doi.org/10.1037/0000165-000

APA. (2021). *APA Style.* Retrieved May 19, 2021, from American Psychology Association: https://apastyle.apa.org/