Assignment 2 (APA Assignment)

1. On an APA Style student title page, which elements are required?

   - The title of the paper, the name of each author of the paper, the affiliation of each author, course number and name, instructor's name and title, due date, page number

2. What element is required in the page header of both student and professional APA Style papers?

   - Page Header for Student: page number
   - Professional Paper: running head on every page, including the title page.

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

   - Double Spacing

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

   - Alignment: apart from first line of the paragraph (as it is going to be one tab space), other lines are left aligned and not justified on right end
   - Indentation: first line of the paragraphs should be indented to a tab or 0.5 space

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

   - 5 levels of heading

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

   - Bold Heading Levels: 1,2,4
   - Bold Italic Levels: 3,5

7. Titles for what kinds of works are italicized in APA Style reference lists?

   - Books and Journals

8. What are the two types of capitalization used in APA Style?

   - Title case and sentence case

9. Which words do you capitalize when writing the title of a work in a reference list entry?

   - Proper nouns, first word after colon and dash

10. What Latin term meaning "and others" is used in both narrative and parenthetical in-text citations?

    - Et al

11. What Latin term means "for example" and is used within parentheses?

   - E.g. (exempli gratia)

12. In general, what numbers are expressed in words and what numbers are expressed in numerals in APA Style papers?

   - Any number below 10 is written in words, 10 or above written in numbers.

13. What punctuation mark(s) do you use between items in a list of three or more items?

   - Comma

14. What is the difference between parenthetical in-text citations and narrative in-text citations?

   - Parenthetical in-text citations: write the publication text in quates and then at the end of the quate, bracket the author's last name, year of publication and page number.
   - Narrative in-text citations: write name of the author, only bracket the year of publication then start writing about the publication.

15. 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?

   - Placing the citations in alphabetical order separating them with semicolons

16. 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?

   - Give the author's name only once and follow with dates. No date citations go first, then years, then in-press citations each separated by comma.
   - E.g. (Bhavik, n.d., 2017, 2019, in press)
   - "N.d." is used when publication of date is not available.
   - "In press" is used when the author's work has been accepted but not yet published.

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

   - List only the first author's name followed by "et al."

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

   - Block Quate

19. Which four elements do most references contain?

   - Author, date, title, source

20. What format do you use for all DOIs in a reference list?
   - Black without underlining or with the default setting in my word processing system.