**Assignment 2 (APA Questions)**

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

* The title page should contain the title of the paper, names of all the authors of the paper, the name of professor and title, name of the program and school, and should have the page number at the top right corner.

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

* Page header for Student: only page number
* Page header for professional paper: running header and title page.

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

* Double spacing

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

* Alignment: all the text in the paper should be left aligned apart, from the first line of the paragraph which should be indented by one tab.
* Indentation: the first line for each and every paragraph in whole paper should be indented by one tab / 0.5 space

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

* The APA Publication Manual (section 3.03, pp. 62–63; see also the sample papers) gives guidelines for up to five levels of heading in a paper.

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

* First, second and fourth should be written in bold heading.
* Third and fifth should be in bold italic.

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

* Titles of printed or online books, printed or online journals, online magazine article, printed or online newspaper articles, webpages on news websites, title of television, film or video, title of music album, thesis and dissertation, reports.

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

* Title case and sentence case

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

* Capitalized all the proper nouns, first word of the titles and subtitles as well as the first word after colon or a dash.

1. What Latin term meaning “and others” is used in both narrative and parenthetical in-text citations?

* Et al. For a work with three or more author, only cite the first author with the addition of “et al”. for each and every citation (“et al is an abbreviated Latin word for “and other”).

1. What Latin term means “for example” and is used within parentheses?

* The abbreviation used in place of “for example” is taken from Latin phrase exempli gratia so the short form for it is “e.g.”.

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

* All the number below 10 in works (five, nine) and all the numbers above 10 should in numeric form (151, 98).

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

* Punctuation mark used serial comma before the last item and the conjunction “and” or “or”.

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

* Parenthetical in-text citation: the text taken form the publication should be in quotes and at the end of the quotes the last name of author, year of publication and page number or paragraph number.
* Narrative citation: it should have the last name of the author and the year of publication.

1. 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?

* Reference list should be in alphabetically order and should be separated by a semi-colon.

1. 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?

* If there are multiple works done by same author then in parentheses the author’s name should be only once and then the dates should be in ascending order. If there is no date then it should be at first, hen goes the dates and at last the in-press.
* E.g. (Purani, n.d., 2104, 2018, in press)

1. 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 the last name of first author followed by “et al.”

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

* If the words are more than 40 then the paragraph should be presented in block format.

1. Which four elements do most references contain?

* A reference list entry generally has four elements: author, date, title and source.

1. What format do you use for all DOIs in a reference list?

* Black and should not be underlined or with default setting.