APA STYLE

7th Edition

APA Style Manual Lookup Activity

This activity will help you learn how to use your APA Style manual as a reference work. Like a dictionary or encyclopedia, a writing style manual is meant to be consulted for specific purposes, not read cover to cover like a novel. As you practice looking up common APA Style guidelines, you will start to remember the guidelines themselves.

Use this activity with any of the following official APA Style resources. Check the box next to the resource(s) you used.

- *Publication Manual of the American Psychological Association* (7th ed.)
- *Concise Guide to APA Style* (7th ed.)
- APA Style website

Now answer the following questions about APA Style.

Part 1: About APA Style

1. What is the most current edition of APA Style?

2. What organization publishes the APA Style manual?

Part 2: Student Papers and Paper Format

Note: Include the information's section number in your answer to help you find the answers again later.

3. What are the three required elements/sections of APA Style student papers?

4. What seven pieces of information are included on a student title page?

5. How many heading levels is it possible to use within the text of APA Style papers?

6. Name a font that is acceptable to use in APA Style papers.

7. What line spacing should you use in APA Style papers?

Part 3: Bias-Free and Inclusive Language

Note: Include the information's section number in your answer to help you find the answers again later.

8. What are the two principles for avoiding bias in language?

9. What topic areas do APA's bias-free language guidelines address?

10. Name an acceptable term to refer to people who are 65 years or older.

11. What two kinds of language are used to describe people with disabilities?

12. What pronoun should you use to refer to a person whose gender is unknown?

13. Which capitalization of racial groups is correct: Black and White or black and white?

14. What does the abbreviation "LGBTQ" stand for?

15. What is a better alternative to the term "homeless people"?

Part 4: Mechanics of Style

Note: Include the information's section number in your answer to help you find the answers again later.

16. How many spaces should you use at the end of a sentence in APA Style papers?

17. What is the name for the comma required before the final item in a list of three or more items?

18. What dictionary should you use to look up spellings of words for APA Style papers?

Part 5: In-Text Citations

Note: Include the information's section number in your answer to help you find the answers again later.

19. What is the basic parenthetical in-text citation format for a work with one author?

20. What are the two components of an APA Style in-text citation?

21. Write the parenthetical in-text citation for a work by Eunsong T. Park published in 2023.

22. Write the parenthetical in-text citation for a work by Michelle Caffrey and Sean Commins published in 2018.

23. Write the narrative in-text citation for a work by Kaitlin R. Dreyfus, Roberto Rodriguez, and Gilbert Arroyo published in 2020.

24. Write the narrative in-text citation for a work by the American Nurses Association published in 2022.

Part 6: References

Note: Include the information's section number in your answer to help you find the answers again later.

25. Name the four elements of an APA Style reference in the order in which they typically appear.

26. Which parts of a journal article reference are italicized?

27. What kind of capitalization is used for book titles in the reference list?

28. Which part of a report reference is italicized?

29. What description is included after the title in a YouTube video reference?

30. Which part of a webpage reference is italicized?

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More information on APA Style can be found in the *Publication Manual of the American Psychological Association* (7th ed.) and the *Concise Guide to APA Style* (7th ed.).

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