

OPWL APA Style Basics Self-Test

Choose the best answer(s) for each question.

1. Which is the correct format for this citation of a work by two authors?
 - a. Watkins & Kaufman (1996) argue that training needs assessment is an oxymoron because the solution has already been decided before the needs assessment has been conducted.
 - b. Watkins and Kaufman (1996) argue that training needs assessment is an oxymoron because the solution has already been decided before the needs assessment has been conducted.
 - c. Watkins, R. and Kaufman, R. (1996) argue that training needs assessment is an oxymoron because the solution has already been decided before the needs assessment has been conducted.
2. Which is the correct format for this citation of three supporting works?
 - a. These data are consistent with other studies on the topic (Smith & Jones, 1992; Greenfield, 1990; Patterson, 1997).
 - b. These data are consistent with other studies on the topic (Smith & Jones, 1992; Greenfield, 1990; and Patterson, 1997).
 - c. These data are consistent with other studies on the topic (Greenfield, 1990; Patterson, 1997; & Smith & Jones, 1992).
 - d. These data are consistent with other studies on the topic (Greenfield, 1990; Patterson, 1997; Smith & Jones, 1992).
3. Which is the correct format for this citation of a secondary source?
 - a. Spitzer said “performance will never improve by itself” (as cited in Rosenberg, 1996, p. 372).
 - b. Spitzer (as cited in Rosenberg, 1996) said “performance will never improve by itself.”
 - c. Rosenberg quotes Spitzer as saying “performance will never improve by itself” p. 372.
 - d. “Performance will never improve by itself” (Spitzer as cited in Rosenberg, 1996, p.372).
4. Which is the correct format for the first citation of a work by three authors?
 - a. Van Tiem, Moseley, & Dessigner (2012) tell us that “it is essential that performance improvement processes be reliable and repeatable so that performance improvement practitioners can consistent accomplish successful results” (p. xxxv).
 - b. Van Tiem, Moseley, and Dessigner (2012) tell us that “it is essential that performance improvement processes be reliable and repeatable so that performance improvement practitioners can consistent accomplish successful results” (p. xxxv).

- c. Van Tiem, et al. (2012) tell us that “it is essential that performance improvement processes be reliable and repeatable so that performance improvement practitioners can consistent accomplish successful results.” (p. xxxv)
5. Which is the correct format for this citation of personal communication?
- a. Mindmapping can be a useful metacognitive tool (Porter, C., personal communication, August, 2016).
 - b. Mindmapping can be a useful metacognitive tool (C. Porter, personal communication, August 1, 2016).
 - c. Mindmapping can be a useful metacognitive tool (C. Porter, Personal Communication, 2016, August 1).
6. Which is the correct format for this citation of a direct quotation from the author?
- a. Rossett states that needs assessment is conducted “when the instructional technologist is trying to respond to a request for assistance” (1995, p. 184).
 - b. Rossett (1995) states that needs assessment is conducted “when the instructional technologist is trying to respond to a request for assistance.” (p. 184).
 - c. Needs assessment is conducted “when the instructional technologist is trying to respond to a request for assistance” (Rossett, 1995, p. 184).
7. Which is the correct format for this citation of a direct quotation from the authors?
- a. “Learning from dictionaries, like any method that tries to teach abstract concepts independently of authentic situations, overlooks the way understanding is developed through continued, situated use” (Brown, Collins & Duguid, 1989, “Situated Knowledge and Learning,” para. 6)
 - b. “Learning from dictionaries, like any method that tries to teach abstract concepts independently of authentic situations, overlooks the way understanding is developed through continued, situated use” (Brown, Collins, & Duguid, 1989, “Situated Knowledge and Learning”).
 - c. “Learning from dictionaries, like any method that tries to teach abstract concepts independently of authentic situations, overlooks the way understanding is developed through continued, situated use” (Brown, Collins, & Duguid, 1989, “Situated Knowledge and Learning,” para. 6).
8. Which is the correct format for this citation of a figure?
- a. Distinct differences are seen between data gathered for male and female subjects in the first study (Beech & Moen, 1994, Figure 2).
 - b. Distinct differences are seen between data gathered for male and female subjects in the first study (Beech & Moen, 1994, Fig. 2).
 - c. Distinct differences are seen between data gathered for male and female subjects in the first study (Beech & Moen, 1994, figure 2).
 - d. Distinct differences are seen between data gathered for male and female subjects in the first study (Beech & Moen, 1994, fig. 2).

9. Which is the correct format for this citation of a direct quotation?
- Programmed instruction, initially developed by Sydney Pressey and popularized by B. F. Skinner, “presents new instructional content to learners in a controlled sequence” (Chyung, 2008, pp. 24-5).
 - Programmed instruction, initially developed by Sydney Pressey and popularized by B. F. Skinner, “presents new instructional content to learners in a controlled sequence” (Chyung, 2008, pp.24-25).
 - Programmed instruction, initially developed by Sydney Pressey and popularized by B. F. Skinner, “presents new instructional content to learners in a controlled sequence” (Chyung, 2008, pp. 24-25).
10. Which is the correct format for this citation of a direct quotation?
- Rossett (1995) points out the importance of examining records and outcomes: The examination of extant data is a wonderful needs assessment tool because it is inexpensive. This tool takes the instructional technologist across the organization in search of the natural outcomes of effective and ineffective performance. It involves asking colleagues for the data that automatically flow from their work. The only challenge is to convince colleagues that they ought to release that information to you (192).
 - Rossett (1995) points out the importance of examining records and outcomes: The examination of extant data is a wonderful needs assessment tool because it is inexpensive. This tool takes the instructional technologist across the organization in search of the natural outcomes of effective and ineffective performance. It involves asking colleagues for the data that automatically flow from their work. The only challenge is to convince colleagues that they ought to release that information to you. (p. 192)
11. Which is the correct format for this citation of a direct quotation?
- Smith and Jones (2003) found that, “college students who complete a study skills course in their freshman year tend to graduate with a higher grade point average than those who don’t.” (para. 3)
 - Smith and Jones (2003) found that “college students who complete a study skills course in their freshman year tend to graduate with a higher grade point average than those who don’t” (para. 3).
12. Which is the correct format for this citation of a direct quotation?
- According to Mitchell and Jolley (2004), “Sometimes participants will give you the answer they think you want to hear. Their behavior may be similar to yours when, after a meal, the server asks you, ‘Was everything okay?’ and you say ‘Yes, everything was okay’” (p. 47).
 - According to Mitchell and Jolley (2004), “Sometimes participants will give you the answer they think you want to hear. Their behavior may be similar to yours when, after a meal, the server asks you, “Was everything okay?” and you say “Yes, everything was okay” (p. 47).

13. Which of the following are capitalized in the title of a book or article?
- first word of the title
 - the first word of a subtitle
 - Proper nouns
 - Acronyms
14. The APA style uses how many spaces following punctuation?
- Two
 - Three
 - One
15. Which of the following should be in your references?
- Sources that you cite.
 - Sources that you read but did not cite.
 - Personal communications.
16. Which is the correct format for a single author's name in your references?
- Knowles, Malcolm Shepard (1995). *Designs for adult learning: Practical Resources, exercises, and course outlines from the father of adult learning*. Alexandria, Virginia: American Society for Training and Development.
 - Knowles, M. S. (1995). *Designs for adult learning: Practical Resources, exercises, and course outlines from the father of adult learning*. Alexandria, Virginia: American Society for Training and Development.
17. Which is the correct format for two authors' names in your references?
- Butler, K. A., & Lumpe, A. (2008). Student use of scaffolding software: Relationships with motivation and conceptual understanding. *Journal of Science Education & Technology*, 17(5), 427-436. <https://dx.doi.org/10.1007/s10956-008-9111-9>
 - Butler, K. A., and A. Lumpe (2008). Student use of scaffolding software: Relationships with motivation and conceptual understanding. *Journal of Science Education & Technology*, 17(5), 427-436. <https://dx.doi.org/10.1007/s10956-008-9111-9>
18. Which is the correct format for three authors' names in your references?
- Wholey, J.S., & Hatry, H.P., & Newcomer, K.E. (2010). *Handbook of practical program evaluation* [eBook]. Retrieved from <http://ebookcentral.proquest.com.libproxy.boisestate.edu/lib/boisestate/reader.action?docID=624388&ppg=1>
 - Wholey, J. S., Hatry, H. P., & Newcomer, K. E. (2010). *Handbook of practical program evaluation* [eBook]. Retrieved from <http://ebookcentral.proquest.com.libproxy.boisestate.edu/lib/boisestate/reader.action?docID=624388&ppg=1>

19. Which is the correct format for the title of a book in your references?
- Worthen, B. R., Sanders, J. R., & Fitzpatrick, J. L. (1997) *Program Evaluation: Alternative Approaches and Practical Guidelines* (2nd ed.). New York, NY: Addison Wesley Longman.
 - Worthen, B. R., Sanders, J. R., & Fitzpatrick, J. L. (1997) *Program evaluation: Alternative approaches and practical guidelines* (2nd ed.). New York, NY: Addison Wesley Longman.
20. Which is the correct format for the title of an article in your references?
- Guerra-Lopez, I. (2016). Using Performance Improvement “tools” effectively. *Performance Improvement Quarterly*, 29(2), 93-95.
<http://dx.doi.org/10.1002/piq.21222>
 - Guerra-Lopez, I. (2016). Using performance improvement “tools” effectively. *Performance Improvement Quarterly*, 29(2), 93-95.
<http://dx.doi.org/10.1002/piq.21222>
21. Which is the correct format for the title of a journal in your references?
- Jamet, E., & Fernandez, J. (2016). Enhancing interactive tutorial effectiveness through visual cueing. *Educational Technology, Research & Development*, 64(4), 631-641. doi:<http://dx.doi.org.libproxy.boisestate.edu/10.1007/s11423-016-9437-6>
 - Jamet, E., & Fernandez, J. (2016). Enhancing interactive tutorial effectiveness through visual cueing. *Educational technology, research and development*, 64(4), 631-641. doi:<http://dx.doi.org.libproxy.boisestate.edu/10.1007/s11423-016-9437-6>
22. Which is the correct reference list format for a newsletter?
- Fisher, S. (October 1, 2015). Training Is Not Always the Answer: Designing Performance Support. *Performance Xpress*. Retrieved from <http://www.performanceexpress.org/2015/10/training-is-not-always-the-answer-designing-performance-support/>
 - Fisher, S. (2015, October 1). Training is not always the answer: Designing performance support. *Performance Xpress*. Retrieved from <http://www.performanceexpress.org/2015/10/training-is-not-always-the-answer-designing-performance-support/>
23. Which is the correct format for a chapter in an edited book?
- Madsen, B. (1997). *Social responsibility*. In Kaufman, R., Thiagarajan, S., & MacGillis, P. (Eds.), *The guidebook for performance improvement: Working with individuals and organizations* (pp. 45-58). San Francisco, CA: Jossey-Bass, Pfeiffer.
 - Madsen, B. (1997). Social responsibility. In R. Kaufman, S. Thiagarajan, & P. MacGillis (Eds.), *The guidebook for performance improvement: Working with individuals and organizations* (pp. 45-58). San Francisco, CA: Jossey-Bass, Pfeiffer.

OPWL APA Style Basics Self-Test Answers

1. Which is the correct format for this citation of a work by two authors?
 - a. Watkins & Kaufman (1996) argue that training needs assessment is an oxymoron because the solution has already been decided before the needs assessment has been conducted. **Ampersand is only used within parentheses.**
 - b. Watkins and Kaufman (1996) argue that training needs assessment is an oxymoron because the solution has already been decided before the needs assessment has been conducted. **(Correct)**
 - c. Watkins, R. and Kaufman, R. (1996) argue that training needs assessment is an oxymoron because the solution has already been decided before the needs assessment has been conducted. **Author initials are not used unless there are two sources published in the same year by authors with the same name and you need to distinguish between them. Also, if they are used, the author names are not inverted.**
2. Which is the correct format for this citation of three supporting works?
 - a. These data are consistent with other studies on the topic (Smith & Jones, 1992; Greenfield, 1990; Patterson, 1997). **Should be listed in alphabetical order.**
 - b. These data are consistent with other studies on the topic (Smith & Jones, 1992; Greenfield, 1990; and Patterson, 1997). **“and” is not used in a list of sources.**
 - c. These data are consistent with other studies on the topic (Greenfield, 1990; Patterson, 1997; & Smith & Jones, 1992). **Ampersand (&) is not used in a list of sources.**
 - d. These data are consistent with other studies on the topic (Greenfield, 1990; Patterson, 1997; Smith & Jones, 1992). **(Correct)**
3. Which is the correct format for this citation of a secondary source?
 - a. Spitzer said “performance will never improve by itself” (as cited in Rosenberg, 1996, p. 372). **(Correct)**
 - b. Spitzer (as cited in Rosenberg, 1996) said “performance will never improve by itself.” **Page number missing.**
 - c. Rosenberg quotes Spitzer as saying “performance will never improve by itself” p. 372. **Publication date missing.**
 - d. “Performance will never improve by itself” (Spitzer as cited in Rosenberg, 1996, p.372). **Space missing.**
4. Which is the correct format for the first citation of a work by three authors?
 - a. Van Tiem, Moseley, & Dessigner (2012) tell us that “it is essential that performance improvement processes be reliable and repeatable so that performance improvement practitioners can consistent accomplish successful results” (p. xxxv). **Ampersand (&) is not used between authors in the flow of the text.**
 - b. Van Tiem, Moseley, and Dessigner (2012) tell us that “it is essential that performance improvement processes be reliable and repeatable so that performance improvement practitioners can consistent accomplish successful results” (p. xxxv). **(Correct)**

- c. Van Tiem, et al. (2012) tell us that “it is essential that performance improvement processes be reliable and repeatable so that performance improvement practitioners can consistent accomplish successful results!” (p. xxxv) “et al.” is only used for the second and subsequent citations of a work by three authors. Also, the period should follow the closing parenthesis for a quote less than 40 words.
5. Which is the correct format for this citation of personal communication?
- Mindmapping can be a useful metacognitive tool (Porter, C., personal communication, August, 2016). The author’s surname and initial should not be inverted for personal communications. Also, the full date should be provided.
 - Mindmapping can be a useful metacognitive tool (C. Porter, personal communication, August 1, 2016). (Correct)
 - Mindmapping can be a useful metacognitive tool (C. Porter, Personal Communication, 2016, August 1). The date is not inverted for personal communications.
6. Which is the correct format for this citation of a direct quotation from the author?
- Rossett states that needs assessment is conducted “when the instructional technologist is trying to respond to a request for assistance” (1995, p. 184). The date should stay with the author.
 - Rossett (1995) states that needs assessment is conducted “when the instructional technologist is trying to respond to a request for assistance.” (p. 184). The period should move to after the closing parenthesis.
 - Needs assessment is conducted “when the instructional technologist is trying to respond to a request for assistance” (Rossett, 1995, p. 184). (Correct)
7. Which is the correct format for this citation of a direct quotation from the authors?
- “Learning from dictionaries, like any method that tries to teach abstract concepts independently of authentic situations, overlooks the way understanding is developed through continued, situated use” (Brown, Collins & Duguid, 1989, “Situated Knowledge and Learning,” para. 6) Period missing.
 - “Learning from dictionaries, like any method that tries to teach abstract concepts independently of authentic situations, overlooks the way understanding is developed through continued, situated use” (Brown, Collins, & Duguid, 1989, “Situated Knowledge and Learning”). Paragraph information missing.
 - “Learning from dictionaries, like any method that tries to teach abstract concepts independently of authentic situations, overlooks the way understanding is developed through continued, situated use” (Brown, Collins, & Duguid, 1989, “Situated Knowledge and Learning,” para. 6). (Correct)
8. Which is the correct format for this citation of a figure?
- Distinct differences are seen between data gathered for male and female subjects in the first study (Beech & Moen, 1994, Figure 2). (Correct)
 - Distinct differences are seen between data gathered for male and female subjects in the first study (Beech & Moen, 1994, fig. 2). Figure should be capitalized and spelled out in full.

9. Which is the correct format for this citation of a direct quotation?
- Programmed instruction, initially developed by Sydney Pressey and popularized by B. F. Skinner, “presents new instructional content to learners in a controlled sequence” (Chyung, 2008, pp. 24-5). **The page number should use the whole number.**
 - Programmed instruction, initially developed by Sydney Pressey and popularized by B. F. Skinner, “presents new instructional content to learners in a controlled sequence” (Chyung, 2008, pp.24-25). **Space missing.**
 - Programmed instruction, initially developed by Sydney Pressey and popularized by B. F. Skinner, “presents new instructional content to learners in a controlled sequence” (Chyung, 2008, pp. 24-25). **(Correct)**
10. Which is the correct format for this citation of a direct quotation?
- Rossett (1995) points out the importance of examining records and outcomes: The examination of extant data is a wonderful needs assessment tool because it is inexpensive. This tool takes the instructional technologist across the organization in search of the natural outcomes of effective and ineffective performance. It involves asking colleagues for the data that automatically flow from their work. The only challenge is to convince colleagues that they ought to release that information to you (192). **The period should remain at the end of the sentence. Also “p.” is missing before the page number.**
 - Rossett (1995) points out the importance of examining records and outcomes: The examination of extant data is a wonderful needs assessment tool because it is inexpensive. This tool takes the instructional technologist across the organization in search of the natural outcomes of effective and ineffective performance. It involves asking colleagues for the data that automatically flow from their work. The only challenge is to convince colleagues that they ought to release that information to you. (p. 192) **(Correct)**
11. Which is the correct format for this citation of a direct quotation?
- Smith and Jones (2003) found that, “college students who complete a study skills course in their freshman year tend to graduate with a higher grade point average than those who don’t.” (para. 3) **Less than 40 words so the quote should flow with the sentence. The period should move from within quotes to following the closing parenthesis.**
 - Smith and Jones (2003) found that “college students who complete a study skills course in their freshman year tend to graduate with a higher grade point average than those who don’t” (para. 3). **(Correct)**
12. Which is the correct format for this citation of a direct quotation?
- According to Mitchell and Jolley (2004), “Sometimes participants will give you the answer they think you want to hear. Their behavior may be similar to yours when, after a meal, the server asks you, ‘Was everything okay?’ and you say ‘Yes, everything was okay’” (p. 47). **(Correct)**

- b. According to Mitchell and Jolley (2004), “Sometimes participants will give you the answer they think you want to hear. Their behavior may be similar to yours when, after a meal, the server asks you, “Was everything okay?” and you say “Yes, everything was okay” (p. 47). **Should be changed to single quotes.**
13. Which of the following *are* capitalized in the title of a book or article?
- first word of the title **(Correct)**
 - the first word of a subtitle **(Correct)**
 - Proper nouns **(Correct)**
 - Acronyms **(Correct)**
14. The APA style uses how many spaces following punctuation?
- Two **It used to be two when pages were typewritten, but now word processing software adds additional space following a period automatically.**
 - Three
 - One **(Correct)**
15. Which of the following should be in your references?
- Sources that you cite. **(Correct)**
 - Sources that you read but did not cite. **If you want to include a source in your references you need to find an appropriate place to cite it.**
 - Personal communications. **These are only included in the body of your paper.**
16. Which is the correct format for a single author’s name in your references?
- Knowles, Malcolm Shepard (1995). *Designs for adult learning: Practical Resources, exercises, and course outlines from the father of adult learning*. Alexandria, Virginia: American Society for Training and Development. **Reference entries use initials rather than first and middle names.**
 - Knowles, M. S. (1995). *Designs for adult learning: Practical Resources, exercises, and course outlines from the father of adult learning*. Alexandria, Virginia: American Society for Training and Development. **(Correct)**
17. Which is the correct format for two authors’ names in your references?
- Butler, K. A., & Lumpe, A. (2008). Student use of scaffolding software: Relationships with motivation and conceptual understanding. *Journal of Science Education & Technology*, 17(5), 427-436. <https://dx.doi.org/10.1007/s10956-008-9111-9> **(Correct)**
 - Butler, K. A., and A. Lumpe (2008). Student use of scaffolding software: Relationships with motivation and conceptual understanding. *Journal of Science Education & Technology*, 17(5), 427-436. <https://dx.doi.org/10.1007/s10956-008-9111-9> **Reference entries use an ampersand (&) rather than the word “and”. Also, all of the authors’ surnames and initials should be inverted, not just the first.**
18. Which is the correct format for three authors’ names in your references?
- Wholey, J.S., & Hatry, H.P., & Newcomer, K.E. (2010). *Handbook of practical*

program evaluation [eBook]. Retrieved from <http://ebookcentral.proquest.com.libproxy.boisestate.edu/lib/boisestate/reader.action?docID=624388&ppg=1>
there should only be one ampersand before the final author in the list. Also there should be spaces between the authors' initials.

- b. Wholey, J. S., Hatry, H. P., & Newcomer, K. E. (2010). *Handbook of practical program evaluation* [eBook]. Retrieved from <http://ebookcentral.proquest.com.libproxy.boisestate.edu/lib/boisestate/reader.action?docID=624388&ppg=1>
(Correct)
19. Which is the correct format for the title of a book in your references?
- a. Worthen, B. R., Sanders, J. R., & Fitzpatrick, J. L. (1997) *Program Evaluation: Alternative Approaches and Practical Guidelines* (2nd ed.). New York, NY: Addison Wesley Longman. **The title of the book should be in sentence case so only the first word of the title and the first word of the subtitle (word after the colon) should be capitalized.**
- b. Worthen, B. R., Sanders, J. R., & Fitzpatrick, J. L. (1997) *Program evaluation: Alternative approaches and practical guidelines* (2nd ed.). New York, NY: Addison Wesley Longman. **(Correct)**
20. Which is the correct format for the title of an article in your references?
- a. Guerra-Lopez, I. (2016). Using Performance Improvement “tools” effectively. *Performance Improvement Quarterly*, 29(2), 93-95.
<http://dx.doi.org/10.1002/piq.21222> **The title of the article should be in sentence case. Performance improvement is not a proper noun so should not be capitalized.**
- b. Guerra-Lopez, I. (2016). Using performance improvement “tools” effectively. *Performance Improvement Quarterly*, 29(2), 93-95.
<http://dx.doi.org/10.1002/piq.21222> **(Correct)**
21. Which is the correct format for the title of a journal in your references?
- a. Jamet, E., & Fernandez, J. (2016). Enhancing interactive tutorial effectiveness through visual cueing. *Educational Technology, Research & Development*, 64(4), 631-641. doi:<http://dx.doi.org.libproxy.boisestate.edu/10.1007/s11423-016-9437-6> **(Correct)**
- b. Jamet, E., & Fernandez, J. (2016). Enhancing interactive tutorial effectiveness through visual cueing. *Educational technology, research and development*, 64(4), 631-641. doi:<http://dx.doi.org.libproxy.boisestate.edu/10.1007/s11423-016-9437-6> **The title of the journal should be in title case. It should also appear exactly as it is printed on the journal so it should use an ampersand rather than “and”.**
22. Which is the correct reference list format for a newsletter?
- a. Fisher, S. (October 1, 2015). Training Is Not Always the Answer: Designing Performance Support. *Performance Xpress*. Retrieved from <http://www.performanceexpress.org/2015/10/training-is-not-always-the-answer-designing-performance-support/> **The title of the article should be in sentence case.**
- b. Fisher, S. (2015, October 1). Training is not always the answer: Designing performance support. *Performance Xpress*. Retrieved from

<http://www.performanceexpress.org/2015/10/training-is-not-always-the-answer-designing-performance-support/> (Correct)

23. Which is the correct format for a chapter in an edited book?

- a. Madsen, B. (1997). *Social responsibility*. In Kaufman, R., Thiagarajan, S., & MacGillis, P. (Eds.), *The guidebook for performance improvement: Working with individuals and organizations* (pp. 45-58). San Francisco, CA: Jossey-Bass, Pfeiffer. **The title of the book should be in italics not the title of the chapter.**
- b. Madsen, B. (1997). Social responsibility. In R. Kaufman, S. Thiagarajan, & P. MacGillis (Eds.), *The guidebook for performance improvement: Working with individuals and organizations* (pp. 45-58). San Francisco, CA: Jossey-Bass, Pfeiffer. (Correct)