

APA WRITE AND CITE PRACTICE TEST (SAMPLE)

STUDY GUIDE



Prepare with structure. Pass with confidence



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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. In APA style, when is it acceptable to use all capital letters?**
 - A. For one level of headings.
 - B. In the running head.
 - C. In the reference section.
 - D. Never.
- 2. Which word choice advice is generally NOT accepted?**
 - A. Omit needless words for clarity
 - B. Use positive forms of words
 - C. Opt for sophisticated words over common ones
 - D. Avoid hedging statements
- 3. How should known personal interviews be cited in an APA paper?**
 - A. Author, A. A. (Year). Personal communication.
 - B. First Initial. Last Name, personal communication, Date.
 - C. Last Name, First Initial. (Year). Personal communication.
 - D. Last Name, First Initial. (Year). Communication details.
- 4. What type of material can be found in databases such as DOAJ, InfoTrac, and JSTOR?**
 - A. Peer reviewed journals.
 - B. Newspapers and popular magazines.
 - C. Trade books.
 - D. Popular blogs and podcasts.
- 5. Which of the following is NOT a reason for the adoption of the Plain Writing Act?**
 - A. It provides citizens with easy-to-use information
 - B. Plain writing caters to a wider audience
 - C. It reduces time spent on misunderstandings
 - D. It ensures uniformity of style in legal documents

- 6. Which punctuation is used to separate elements within an APA reference list entry?**
- A. Semicolon
 - B. Comma
 - C. Period
 - D. Colon
- 7. Identify the error in this sentence: The process was perfected mostly through trial and error.**
- A. Spelling error
 - B. Subject/verb agreement
 - C. Fragment/run-on
 - D. No error.
- 8. What elements should you establish to demonstrate a source is appropriate for academic writing?**
- A. Its currency, popularity, and relevance.
 - B. Its credibility, currency, and objectivity.
 - C. Its thoroughness, professionalism, and consideration of historical context.
 - D. Its commercial bias, effect on the market, and advantages to the company.
- 9. Identify the type of writing error in the sentence: I agree with your discussion post its alot harder to fix human resource problems when they're aren't any systems in place.**
- A. Incorrect grammar or punctuation.
 - B. Unsupported assertion.
 - C. Passive voice.
 - D. No error.
- 10. What is the appropriate font type for an APA styled paper?**
- A. Arial
 - B. Times New Roman
 - C. Calibri
 - D. Georgia

Answers

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1. B
2. C
3. B
4. A
5. D
6. C
7. A
8. B
9. A
10. B

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Explanations

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1. In APA style, when is it acceptable to use all capital letters?

- A. For one level of headings.
- B. In the running head.**
- C. In the reference section.
- D. Never.

In APA style, the use of all capital letters is acceptable in the running head. The running head is a short version of the title that appears at the top of each page of a manuscript, and it is formatted in all uppercase letters to ensure consistency and visibility, especially in publications. This convention helps distinguish the running head from the rest of the text and follows APA guidelines, which specify that the running head should be succinct and clearly identifiable. In contrast, the other options are not correct because headings and content in the text are typically formatted using title case rather than all uppercase letters to maintain readability and adhere to standard APA formatting rules. The reference section also does not employ all capital letters, as each entry is formatted with specific capitalization rules appropriate for the type of source cited. Therefore, the correct answer accurately reflects APA style guidelines regarding the use of all capital letters in specific contexts.

2. Which word choice advice is generally NOT accepted?

- A. Omit needless words for clarity
- B. Use positive forms of words
- C. Opt for sophisticated words over common ones**
- D. Avoid hedging statements

Choosing sophisticated words over common ones is generally not accepted as sound writing advice, especially in contexts such as academic writing or clear communication. The primary goal in effective writing is clarity and accessibility for the audience. Using complex or sophisticated vocabulary can alienate or confuse readers who may not be familiar with specific jargon or advanced terminology. Instead, the preference is often for simple, clear language that conveys ideas effectively without unnecessary complexity. This aligns with the focus of clear writing principles, which emphasize the importance of making content understandable. Omission of needless words, utilizing positive forms of words, and avoiding hedging statements are all practices that contribute to a straightforward style and help maintain the reader's attention and understanding.

3. How should known personal interviews be cited in an APA paper?

- A. Author, A. A. (Year). Personal communication.
- B. First Initial. Last Name, personal communication, Date.**
- C. Last Name, First Initial. (Year). Personal communication.
- D. Last Name, First Initial. (Year). Communication details.

In APA style, personal interviews are cited as personal communications and are not included in the reference list since they do not provide recoverable data. This means that the in-text citation should contain specific details about the communication to give context to the reader. The correct format for citing a personal interview includes the interviewee's first initial and last name, indicates that it is a personal communication, and provides the date of the interview. This format effectively conveys the essential information about the source, allowing the reader to understand the context and timing of the communication without expecting them to locate it later in a reference list. This approach emphasizes the source's significance in the narrative while adhering to APA guidelines. The other options do not contain accurate or complete information per APA standards. For instance, mentioning "Year" without specific context, or listing the details in an ambiguous way, may fail to provide clarity about the nature of the communication and its relevance to the research.

4. What type of material can be found in databases such as DOAJ, InfoTrac, and JSTOR?

- A. Peer reviewed journals.**
- B. Newspapers and popular magazines.
- C. Trade books.
- D. Popular blogs and podcasts.

The databases such as DOAJ (Directory of Open Access Journals), InfoTrac, and JSTOR are primarily known for their extensive collections of academic resources. Peer-reviewed journals are a hallmark of scholarly research, as they undergo a rigorous evaluation process by experts in the field before publication. This ensures that the research is credible, reliable, and contributes to the body of academic knowledge. Each of these databases focuses on providing access to high-quality, scholarly articles written by professionals and scholars. This characteristic distinguishes them from more general or popular sources like newspapers, magazines, trade books, or online blogs, which may not have undergone the same level of scrutiny or verification. The emphasis on peer-reviewed content in these databases is crucial for researchers seeking validated information for their studies and projects, highlighting the reliability and academic integrity that such journals offer.

5. Which of the following is NOT a reason for the adoption of the Plain Writing Act?

- A. It provides citizens with easy-to-use information
- B. Plain writing caters to a wider audience
- C. It reduces time spent on misunderstandings
- D. It ensures uniformity of style in legal documents**

The Plain Writing Act was created to enhance communication between government agencies and the public by promoting clarity and simplicity in writing. One key aspect of the Act is that it aims to ensure the information provided to citizens is accessible and straightforward, which supports effective communication. The reasons that support the Act focus on improving understanding and engagement with the public. Providing citizens with easy-to-use information, catering to a wider audience, and reducing misunderstandings all align with the goals of enhancing communication effectiveness. In contrast, ensuring uniformity of style in legal documents does not directly relate to the objectives of the Plain Writing Act. The Act prioritizes clarity and simplicity over adherence to a uniform style, which can sometimes complicate or obstruct communication. Thus, this option does not fit within the framework of the reasons for adopting the Act.

6. Which punctuation is used to separate elements within an APA reference list entry?

- A. Semicolon
- B. Comma
- C. Period**
- D. Colon

In APA style, the correct punctuation used to separate elements within a reference list entry is the period. This punctuation is essential for delineating the various parts of the reference, such as the author, publication year, title, and source information. Each major component of the reference is typically followed by a period, which helps to clearly indicate the end of one piece of information and the beginning of another. This structured approach ensures that references are formatted consistently, allowing readers to easily navigate and locate the cited works. While commas are used in specific contexts within references, such as separating multiple authors' names or distinguishing certain elements within a part of the citation, the primary function of separating the main elements is fulfilled by periods. Other punctuation marks like semicolons and colons serve different purposes in writing and citation formatting, making them unsuitable for this specific function in the context of APA reference entries.

7. Identify the error in this sentence: The process was perfected mostly through trial and error.

- A. Spelling error**
- B. Subject/verb agreement
- C. Fragment/run-on
- D. No error.

The correct answer is that there is no error in the sentence "The process was perfected mostly through trial and error." This sentence is grammatically correct and effectively communicates its message without any spelling, grammatical, or structural issues. The phrase utilizes proper subject-verb agreement, as "the process" and "was perfected" work together cohesively. Additionally, the sentence is complete with a clear subject and verb and does not present any issues related to being a fragment or run-on. In this context, the sentence accurately conveys that the process improved through the method of trial and error. Each component of the sentence aligns with standard English conventions, reinforcing that it is indeed error-free.

8. What elements should you establish to demonstrate a source is appropriate for academic writing?

- A. Its currency, popularity, and relevance.
- B. Its credibility, currency, and objectivity.**
- C. Its thoroughness, professionalism, and consideration of historical context.
- D. Its commercial bias, effect on the market, and advantages to the company.

To determine if a source is appropriate for academic writing, establishing its credibility, currency, and objectivity is crucial. Credibility refers to the trustworthiness of the source and the qualifications of the author or organization behind it. A credible source often comes from established institutions or authors with relevant expertise and a solid reputation in the field. Currency indicates how up-to-date the information is, which is particularly important in rapidly evolving fields. Using recent studies and publications ensures that the information reflects the latest research and developments. Objectivity involves assessing whether the source provides an unbiased perspective. Sources that present information fairly and consider multiple viewpoints are typically more trustworthy for academic purposes, as they are less likely to be influenced by personal biases or agendas. Considering these three elements helps ensure that the sources used in academic writing are reliable and suitable for supporting research and arguments, thus enhancing the overall quality and integrity of academic work.

9. Identify the type of writing error in the sentence: I agree with your discussion post its alot harder to fix human resource problems when they're aren't any systems in place.

- A. Incorrect grammar or punctuation.**
- B. Unsupported assertion.
- C. Passive voice.
- D. No error.

The sentence contains multiple writing errors that fall under the category of incorrect grammar or punctuation. One major issue is the lack of appropriate punctuation to separate independent clauses. The phrase "I agree with your discussion post" should be followed by a period or a semicolon instead of continuing directly into the next thought. This leads to a run-on sentence. Furthermore, the phrase "its alot harder" contains a grammatical mistake where "its" should be replaced with "it's," the contraction for "it is." Additionally, "alot" is a misspelling; the correct term is "a lot," which should be written as two separate words. Lastly, the phrase "when they're aren't any systems in place" has an incorrect use of "they're," which is a contraction for "they are." The proper word in this context should be "there," which indicates existence. All of these errors contribute to a lack of clarity and professionalism in writing, characteristic of incorrect grammar or punctuation. This understanding of the types of writing errors can greatly enhance the overall quality of academic writing.

10. What is the appropriate font type for an APA styled paper?

- A. Arial
- B. Times New Roman**
- C. Calibri
- D. Georgia

In APA style, the preferred font type for manuscripts is Times New Roman, specifically in a 12-point size. This font is widely recognized for its readability and professional appearance, which aligns with the formal nature of academic writing. The APA guideline emphasizes consistency and clarity in presentation, and Times New Roman has been the traditional choice for many years. Choosing this specific font helps maintain uniformity across documents, which is especially important in academic settings where adherence to style guidelines is essential for the publication and review process. While other fonts can be used in certain contexts within APA style (like Calibri or Arial), these have specific size requirements and broader contexts of use, typically geared toward digital formats or different types of documents. However, for standard manuscripts, Times New Roman remains the gold standard.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://apawriteandcite.examzify.com>

We wish you the very best on your exam journey. You've got this!

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