

APA WRITE AND CITE PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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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. Which of the following would NOT be considered preliminary research when selecting a topic for a research paper?**
 - A. A Google search to see what is available online regarding the topic.
 - B. Consulting a library catalogue to see publications available on the topic.
 - C. Skimming current periodicals to see if the topic has been recently featured.
 - D. Conducting a thorough review of scholarly articles regarding each possible subject.

- 2. What is the correct way to cite a review in APA format?**
 - A. Author, A. A. (Year). Title of review. Publisher.
 - B. Author, A. A. (Year). Review of the book Title of book by Author. Publisher.
 - C. Author, A. A. (Year). Title of review [Review of the book Title of book by Author]. Publisher. URL.
 - D. Author, A. A. (Year). Title of review [Book Review]. Publisher.

- 3. What elements should a method section contain in an APA paper?**
 - A. Participants, Equipment, and Results
 - B. Participants, Materials, and Procedure
 - C. Participants, Methods, and Conclusion
 - D. Participants, Data, and Findings

- 4. What does it mean to "paraphrase" in APA writing?**
 - A. To cite someone else's ideas verbatim
 - B. To summarize information briefly
 - C. To restate someone else's ideas in one's own words while giving proper credit
 - D. To criticize another author's work

- 5. What distinguishes the reference list from the bibliography in APA format?**
 - A. The reference list includes all sources consulted.
 - B. The reference list includes only works cited in the text.
 - C. The bibliography is arranged by title, whereas the reference list is alphabetical.
 - D. The bibliography contains only primary sources.

6. Identify the error in the following sentence: She was definitely overdressed for the occasion.
- A. Spelling error
 - B. Subject/verb agreement
 - C. Fragment/run-on
 - D. No error.
7. How is a webpage citation formatted in APA style?
- A. Author, A. A. (Year, Month Date). Title of webpage. URL
 - B. Author, A. A. (Year). Title of webpage. Website Name. URL
 - C. Author, A. A. Title of webpage. URL
 - D. (Year, Month Date) Title of webpage. URL
8. How should one format the reference for government publications in APA style?
- A. Agency name. (Year). Title of publication [Type of publication].
 - B. Federal Agency. (Year). Title of publication (Report No. if applicable). URL
 - C. Name of Agency. (Year). Title of publication (Report No. if applicable). URL
 - D. Name of Agency, Title, Year (Report No.). URL
9. What does "hanging indent" refer to in APA formatting?
- A. All lines of reference entries are flush left.
 - B. The first line of a reference entry is flush left, while subsequent lines are indented by 0.5 inches.
 - C. All lines of reference entries are indented by 0.5 inches.
 - D. The entire reference entry is centered on the page.
10. Which of the following is NOT a source of scholarly articles and professional research?
- A. LexisNexis
 - B. Wikipedia
 - C. DOAJ: Directory of Open Access Journals
 - D. InfoTrac

Answers

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

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Explanations

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1. Which of the following would NOT be considered preliminary research when selecting a topic for a research paper?

- A. A Google search to see what is available online regarding the topic.
- B. Consulting a library catalogue to see publications available on the topic.
- C. Skimming current periodicals to see if the topic has been recently featured.
- D. Conducting a thorough review of scholarly articles regarding each possible subject.**

Conducting a thorough review of scholarly articles regarding each possible subject is typically considered an in-depth research activity rather than preliminary research. Preliminary research aims to give a broad overview of a topic, helping to identify what has already been discussed and the general landscape of available information, which is crucial during the initial stages of narrowing down a research topic. A thorough review of scholarly articles involves detailed examination and analysis, which goes beyond mere exploration to engage significantly with existing research. This deeper engagement is more often part of the research process itself than the preliminary stage, where a researcher is still trying to determine the viability of various topics. Understanding fundamental concepts and identifying key debates usually come before conducting extensive reviews of published works.

2. What is the correct way to cite a review in APA format?

- A. Author, A. A. (Year). Title of review. Publisher.
- B. Author, A. A. (Year). Review of the book Title of book by Author. Publisher.
- C. Author, A. A. (Year). Title of review [Review of the book Title of book by Author]. Publisher. URL.**
- D. Author, A. A. (Year). Title of review [Book Review]. Publisher.

The correct format for citing a review in APA style is to include both the title of the review and an indication that it is a review of a specific work. This means that the citation must clearly state what is being reviewed. In option C, the structure correctly provides the author's name, the year of publication, the title of the review, and crucially, it specifies that the review is of a particular book by including "[Review of the book Title of book by Author]." This clarification adds context to the citation, making it evident to the reader that this piece is not just a standalone article but specifically discussing a book. Additionally, including the publisher and a URL (if applicable) contributes to a complete citation. This format aligns with APA guidelines, ensuring that readers can easily locate both the review itself and the original work being discussed. It emphasizes the relationship between the review and the book, which is vital for understanding the source's relevance.

3. What elements should a method section contain in an APA paper?

- A. Participants, Equipment, and Results
- B. Participants, Materials, and Procedure**
- C. Participants, Methods, and Conclusion
- D. Participants, Data, and Findings

The method section of an APA paper is essential for providing a detailed description of how the research was conducted, allowing for replication and evaluation of the study. The correct choice includes critical components: Participants, Materials, and Procedure. Participants refer to the individuals who were involved in the study, including information about how they were selected, their demographics, and any relevant characteristics. This information is crucial for understanding the sample and assessing the study's generalizability. Materials encompass all the tools, instruments, or technologies utilized during the research. This can include surveys, tests, or any other materials that are pivotal for data collection. Adequate detailing of materials ensures that other researchers can replicate the study accurately and understand the context of the findings. Procedure outlines the specific steps taken during the study, from recruitment through data collection and any interventions implemented. Clear documentation of the procedure is vital for transparency and trust in the research findings, enabling peers to follow the methodology and verify outcomes. The other choices lack one or more of these fundamental components that constitute a comprehensive method section, making them insufficient for fulfilling APA guidelines properly.

4. What does it mean to "paraphrase" in APA writing?

- A. To cite someone else's ideas verbatim
- B. To summarize information briefly
- C. To restate someone else's ideas in one's own words while giving proper credit**
- D. To criticize another author's work

Paraphrasing in APA writing involves restating someone else's ideas in your own words while giving proper credit to the original source. This process demonstrates your understanding of the material and allows you to integrate others' insights into your work without directly quoting them. Proper credit in paraphrasing typically involves citation, which acknowledges the contributions of the original author and avoids issues of plagiarism. In distinguishing paraphrasing from other actions, it's essential to note that simply repeating someone else's words directly is considered quoting, not paraphrasing. Additionally, summarizing would involve condensing the information to its essential points, which is different from the more detailed approach of paraphrasing. Criticizing another author's work involves subjective interpretation and evaluation, which is not the focus of a straightforward paraphrase. Thus, the definition and practice of paraphrasing are crucial for academic integrity and effective writing in APA format.

5. What distinguishes the reference list from the bibliography in APA format?

- A. The reference list includes all sources consulted.
- B. The reference list includes only works cited in the text.**
- C. The bibliography is arranged by title, whereas the reference list is alphabetical.
- D. The bibliography contains only primary sources.

The distinction between the reference list and the bibliography in APA format primarily revolves around the works that are included. The reference list is composed exclusively of the sources that have been directly cited within the text of the paper. This means that every entry in the reference list corresponds to a specific citation that the reader can find in the body of the work. The intention of the reference list is to allow readers to locate the sources you have directly referenced or paraphrased, emphasizing the exact materials that influenced your writing. In contrast, a bibliography may include a wider array of works, including those that were consulted during the research process but not cited directly in the text. This can encompass general readings or background sources that informed the research, but which do not have a direct citation connection. Thus, the focus on direct citations in the reference list serves to ensure precision and accountability in academic writing, while a bibliography allows for a broader context of sources that contributed to the researcher's understanding of the topic.

6. Identify the error in the following sentence: She was definitely overdressed for the occasion.

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

The sentence "She was definitely overdressed for the occasion" is grammatically sound and clearly communicates its message. The construction of the subject "She" and the verb "was" matches correctly, and there are no fragments or run-on issues present. Given this context, the assertion of a spelling error does not apply because all words in the sentence are used correctly and spelled appropriately. The term "definitely," "overdressed," and the phrases surrounding them are all accurately represented. The correct understanding here is that the sentence stands as it is without error, making the option indicating no error the right choice. By recognizing that the original answer points to a spelling error, it underscores a critical aspect of proofreading: ensuring all components of a sentence are accurate, but also understanding what constitutes an error versus clarity in writing.

7. How is a webpage citation formatted in APA style?

- A. Author, A. A. (Year, Month Date). Title of webpage. URL**
- B. Author, A. A. (Year). Title of webpage. Website Name. URL
- C. Author, A. A. Title of webpage. URL
- D. (Year, Month Date) Title of webpage. URL

The correct format for citing a webpage in APA style includes several key elements that are presented in a specific order. The first component is the author's name, formatted as "Author, A. A." This is followed by the publication date, which should include the year, and if applicable, the month and day enclosed in parentheses. After the date comes the title of the webpage, which is written in sentence case and italicized. Finally, the URL of the webpage must be included at the end of the citation. In this case, the choice correctly incorporates all of these necessary elements, presenting a comprehensive format for the citation. Structuring the citation in this manner allows readers to easily find the source by clearly establishing who created the material, when it was published, the title, and where it can be accessed online. The other choices either omit crucial elements or do not follow the required format, which is why they do not represent proper APA citation style. For example, not including the publication date in parentheses or failing to italicize the title of the webpage would result in an incorrect citation.

8. How should one format the reference for government publications in APA style?

- A. Agency name. (Year). Title of publication [Type of publication].
- B. Federal Agency. (Year). Title of publication (Report No. if applicable). URL
- C. Name of Agency. (Year). Title of publication (Report No. if applicable). URL**
- D. Name of Agency, Title, Year (Report No.). URL

The correct format for referencing government publications in APA style emphasizes the systematic arrangement of elements, which helps ensure that the citation is clear and easy to locate. The proper structure includes the name of the agency responsible for the publication, the year of publication in parentheses, the title of the publication in italics, and any applicable report number in parentheses. Including the URL is essential for providing direct access to the document, as government publications are often available online. This method of formatting adheres to the guidelines set by the APA, which prioritize the author's identity, date of publication, and specific details about the document. By placing the agency name first, it clearly attributes the work to its creator, while the year indicates the timeliness of the information. The title provides an immediate understanding of the publication's content, and the report number (if applicable) offers additional detail, especially when multiple documents may share the same title. Lastly, including the URL facilitates easy access to the source, which is particularly important for online resources. In contrast, the other formats either lack necessary elements or do not follow the correct structure, which is crucial for accurate citation in academic work.

9. What does "hanging indent" refer to in APA formatting?

- A. All lines of reference entries are flush left.
- B. The first line of a reference entry is flush left, while subsequent lines are indented by 0.5 inches.**
- C. All lines of reference entries are indented by 0.5 inches.
- D. The entire reference entry is centered on the page.

In APA formatting, a "hanging indent" specifically refers to the structure of reference entries where the first line is flush left, and all subsequent lines in that entry are indented by 0.5 inches. This formatting style helps to visually distinguish each reference at a glance, making it easier for readers to scan through the list of citations. The flush left alignment of the first line allows it to stand out, while the indentation of the subsequent lines maintains a clean and organized appearance for the entire reference entry. Using a hanging indent is particularly important in academic writing, as it clearly delineates where one reference ends and another begins, which is crucial for both clarity and adherence to APA guidelines. This formatting method is a significant aspect of creating properly structured reference pages, ensuring that citations are presented consistently and professionally.

10. Which of the following is NOT a source of scholarly articles and professional research?

- A. LexisNexis
- B. Wikipedia**
- C. DOAJ: Directory of Open Access Journals
- D. InfoTrac

Wikipedia is not considered a source of scholarly articles and professional research because it is a user-generated platform that allows anyone to contribute and edit content. The reliability and credibility of the information can vary significantly, as it does not undergo the rigorous peer-review process that characterizes scholarly sources. In contrast, the other options listed—LexisNexis, DOAJ, and InfoTrac—are reputable databases that provide access to peer-reviewed journals, articles, and professional research materials. These platforms are specifically designed to host verified and authoritative content, making them suitable for academic and professional research.

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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