

APA WRITE AND CITE PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR
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. What is the recommended font style for an APA paper?**
 - A. Arial, size 10
 - B. Times New Roman, size 12
 - C. Georgia, size 11
 - D. Helvetica, size 12
- 2. Which of the following is considered a personal communication in APA style?**
 - A. Published emails
 - B. Interviews not accessible to the public
 - C. Books
 - D. Web articles
- 3. 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
- 4. What is a common mistake to avoid when using in-text citations?**
 - A. Failing to include the author's name
 - B. Using the wrong punctuation
 - C. Failing to include the year of publication
 - D. Incorrect page number format
- 5. Identify the error in this sentence: If I was you, I would apologize.**
 - A. Spelling error
 - B. Subject/verb agreement
 - C. Fragment/run-on
 - D. No error

6. For a section with two levels of headings, which formatting is correct in APA style?
- A. Centered, Boldface text.
 - B. Centered, italicized text.
 - C. Flush left, Boldfaced text.
 - D. Both A and C.
7. How should in-text citations for works with three or more authors be formatted?
- A. List all authors the first time, then use the first author's name followed by "et al." for subsequent citations.
 - B. Always list all authors regardless of the number.
 - C. Use "et al." for the first citation only.
 - D. Use only the first author's name for all citations.
8. What should the reference entry for an online article include?
- A. Author, A. A., Date, Title of the article, and Keywords
 - B. Author, A. A. (Year). Title of article. URL
 - C. Author, A. A. (Year). Title of article. Website Name. URL
 - D. Author, A. A. (Year). Title of article. Journal Title. URL
9. Which of the following is NOT required in an APA-style citation for a journal article?
- A. The DOI or URL of the article
 - B. The article's title
 - C. The author's affiliation
 - D. The journal's title
10. 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.

Answers

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

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Explanations

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1. What is the recommended font style for an APA paper?

- A. Arial, size 10
- B. Times New Roman, size 12**
- C. Georgia, size 11
- D. Helvetica, size 12

The recommended font style for an APA paper is Times New Roman, size 12. This choice is established by the APA guidelines to ensure consistency and readability across academic papers. A standard font like Times New Roman is widely accepted in the academic community, making it easy for readers to engage with the material. The size 12 specification also helps to ensure that text is clear and legible, accommodating a variety of readers in diverse contexts. The APA emphasizes the importance of maintaining a professional appearance in scholarly work, and Times New Roman meets these criteria effectively. Adhering to this standard not only reflects attention to detail but also communicates respect for the formatting conventions expected in academic submissions.

2. Which of the following is considered a personal communication in APA style?

- A. Published emails
- B. Interviews not accessible to the public**
- C. Books
- D. Web articles

In APA style, personal communications refer to information that is not recoverable by the general public. This includes specific types of communication such as private interviews, emails, and private messages that do not have a publicly accessible format. Interviews that are not accessible to the public fall under this category because they represent a direct exchange of information between individuals that cannot be retrieved by others. Published emails, while they may be documented, are typically considered a recoverable source if they are made available to the public. Books and web articles, on the other hand, fall into the category of published works that can be located and cited by anyone, so they do not qualify as personal communications. This distinction is vital for researchers and writers using APA format as it dictates how they should reference different types of sources based on their accessibility.

3. 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.

4. What is a common mistake to avoid when using in-text citations?

- A. Failing to include the author's name
- B. Using the wrong punctuation
- C. Failing to include the year of publication**
- D. Incorrect page number format

Failing to include the year of publication is a common mistake to avoid when using in-text citations because the year provides essential context to the reader regarding the timeliness and relevance of the information being cited. In APA style, it is crucial to indicate when the source was published so that readers can assess the currency of the work. When a citation is missing the publication year, it creates a gap in understanding the context of the research or argument presented, making it unclear how current the referenced information is. Including the author and the publication year is vital for establishing credibility and allowing readers to locate the source in the reference list. Thus, ensuring that the year of publication is included in an in-text citation is fundamental for proper citation and academic integrity.

5. Identify the error in this sentence: If I was you, I would apologize.

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

The sentence "If I was you, I would apologize" contains an error in the use of the subjunctive mood. In English, the subjunctive is used to express hypothetical situations or wishes, which is the case in this sentence. The correct form should be "If I were you, I would apologize." The reason this choice is deemed correct relates to the fact that "was" is typically used for statements of fact in the past tense, whereas "were" is employed in situations that are hypothetical or contrary to fact. Using "were" instead of "was" maintains the proper grammatical structure for wishes or hypothetical scenarios in English, showcasing the nuanced understanding of verb forms. While other aspects like spelling and sentence structure may appear correct, they do not address this specific grammatical requirement, making the identification of this particular error essential for achieving precise and grammatically sound expression in writing.

6. For a section with two levels of headings, which formatting is correct in APA style?

- A. Centered, Boldface text.
- B. Centered, italicized text.
- C. Flush left, Boldfaced text.
- D. Both A and C.**

In APA style, the correct formatting for headings involves the use of different levels, each with specific formatting guidelines. For a section with two levels of headings, the first level heading is typically centered and boldface, while the second level heading is flush left and also boldface. In this context, both centered, boldface text and flush left, boldfaced text conform to APA's requirements for headings at different levels. The first level heading, which would represent the main section, should be centered and bold, effectively standing out within the document. The second level heading, used for subsections within the main section, should be aligned to the left and also bold, creating a clear hierarchy in the organization of the content. Therefore, the choice that includes both formatting styles for different levels of headings in accordance with APA style is the correct answer. This reflects an understanding of how to effectively structure and present information within a research paper, ensuring clarity and consistency for the reader.

7. How should in-text citations for works with three or more authors be formatted?

- A. List all authors the first time, then use the first author's name followed by "et al." for subsequent citations.**
- B. Always list all authors regardless of the number.
- C. Use "et al." for the first citation only.
- D. Use only the first author's name for all citations.

When citing works with three or more authors in-text according to APA style, the correct approach is to list all the authors the first time the work is cited and then subsequently use the first author's surname followed by "et al." for any subsequent citations. This method provides clarity and gives appropriate credit to all authors initially, acknowledging their contributions, while also maintaining conciseness in later references. This practice aligns with APA guidelines, as it helps readers easily identify the original source without overcrowding the text with lengthy author lists. The incorrect options suggest different methods of citation that do not align with these guidelines. For instance, always listing all authors regardless of the number would be cumbersome and inefficient for works with many contributors. Relying solely on "et al." for the first citation or using only the first author's name for all citations could misrepresent the original authorship and diminish the recognition owed to all authors involved in the collaborative work. Thus, option A accurately reflects the appropriate and standardized practice in APA format.

8. What should the reference entry for an online article include?

- A. Author, A. A., Date, Title of the article, and Keywords
- B. Author, A. A. (Year). Title of article. URL
- C. Author, A. A. (Year). Title of article. Website Name. URL**
- D. Author, A. A. (Year). Title of article. Journal Title. URL

The correct answer accurately reflects the essential components required for a reference entry of an online article in APA style. In this format, the reference begins with the author's name, followed by the year of publication in parentheses. This notation allows readers to quickly identify the source's timeliness and relevance. After listing the title of the article, which is presented in sentence case (where only the first word and proper nouns are capitalized), the name of the website is included. This provides context about where the information was sourced, enhancing the credibility of the reference. Finally, the inclusion of the URL allows readers direct access to the article. This structured approach not only adheres to the APA guidelines but also facilitates readers in locating the original source, ensuring transparency and encouraging further exploration of the topic discussed.

9. Which of the following is NOT required in an APA-style citation for a journal article?

- A. The DOI or URL of the article
- B. The article's title
- C. The author's affiliation**
- D. The journal's title

In APA style, a citation for a journal article includes specific key components to ensure that readers have the necessary information to locate the source. One of these components is the DOI (Digital Object Identifier) or URL of the article, which provides a direct link to the source. The article's title is also essential as it identifies the specific piece of research being referenced, and the journal's title is critical as it indicates where the article was published within the broader context of academic literature. The author's affiliation, while important in the context of understanding the background and credibility of the research presented, is not a required component of the reference list citation. Instead, the focus is on the publication details such as the title of the article, the journal name, volume number, page range, and the DOI or URL when available. Therefore, omitting the author's affiliation from a citation does not violate APA style guidelines, making it the correct choice in response to the question.

10. 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.

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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