

Sixth Edition

Mastering

APA Style

Student's Workbook and Training Guide

Contents

Chapter 1. The Purpose of <i>Mastering APA Style</i>	3
What Is Style?	3
What Is APA Style, and Who Uses It?	4
Why Should You Use APA Style?	4
How Will This Workbook Help You Learn APA Style?	5
Chapter 2. How to Use the <i>Student's Workbook and Training Guide</i>	7
Organization of the Workbook	7
Using the <i>Publication Manual</i> With the Workbook	8
Where Should You Begin?	8
Instructions for Using the Workbook Materials	9
Familiarization Tests	10
Learning Exercises and Integrative Exercises	77
Practice Tests	12
Review Exercises	12
Beyond the Workbook: Using Other Resources	13
The Role of Your Instructor	13
Mastery Tests	13
The <i>Publication Manual of the American Psychological Association</i>	13
Other Style and Writing Guides	13
Model Manuscripts and Articles	74
Human Resources	14
Now You Are Ready to Begin	14
Instructions for Taking the Term Paper Familiarization Test	15
Instructions for Completing the Exercises	75

Chapter 3. Term Paper Unit	77
Term Paper Familiarization Test	77
Term Paper Familiarization Test Answer Sheet and Feedback Report	29
Term Paper Familiarization Test Answer Key	30
Term Paper Learning Exercises and Integrative Exercises	31
Parts of a Manuscript	32
Headings and Series	38
Guidelines to Reduce Bias in Language	42
Grammar	48
Punctuation	58
Spelling and Hyphenation	70
Capitalization	74
Italics	78
Abbreviations	80
Quotations	84
Reference Citations in Text	88
Reference List	94
Term Paper Practice Test	103
Term Paper Practice Test Answer Sheet and Feedback Report	774
Term Paper Practice Test Answer Key	775
Term Paper Review Exercises	116
Term Paper Mastery Tests	130
Chapter 4. Research Report Unit	131
Research Report Familiarization Test	131
Research Report Familiarization Test Answer Sheet and Feedback Report	147
Research Report Familiarization Test Answer Key	142
Research Report Learning Exercises and Integrative Exercises	143
Headings and Series	144
Capitalization	154
Abbreviations	156
Numbers	158
Metrication	166
Statistical and Mathematical Copy	168
Tables	174
Research Report Practice Test	193
Research Report Practice Test Answer Sheet and Feedback Report	204
Research Report Practice Test Answer Key	205
Research Report Review Exercises	206
Research Report Mastery Tests	220