

## FSM 301 Introduction to Fire Service Management Research

### ASSIGNMENT #2

Spring 2009

To do this assignment, download it from the assignment page to your computer, print it out (it is in Adobe Reader Format), then find your answers. When you have answered all the questions, download the answer sheet and post your answers on it.

Note: the answer sheet is a *separate file* that you must download. Click on the link to download the answer sheet in MS Word format. <http://www.geocities.com/writescience/fsm301-2answer.doc> Do not send answers in any form other than typed on the answer sheet.

Save and send the answer page, attached to an e-mail message, to [fwilson@airmail.net](mailto:fwilson@airmail.net) for grading.

This assignment is based on the *Publication Manual of the American Psychological Association* (2001, 5th ed.). It is intended to guide you in becoming familiar with and able to use this textbook as a guide to your writing and research. This assignment is not a comprehensive review of the rules of writing and documenting research in accordance with the APA. It is only an exercise designed to familiarize you with the APA.

This assignment will familiarize you with the basic principles of APA style, such as grammar, spelling and hyphenation, and so forth, as they apply to writing term papers, essays, and literature reviews. By taking this 50-question multiple-choice test, you will be able to determine the style principles with which you need more practice.

Read each test item and the possible responses, and write the letter of the response on the blank answer sheet. You may consult the Publication Manual at any time. It may be useful to mark questions you found to be difficult.

Each question is worth 2 points

1. When are research results complete? (Chapter 1)
  - A. When all the relevant material has been collected to answer the writer's questions.
  - B. When the results are shared with the intended audience of the writer.
  - C. When the writer has become sufficiently familiar with the relevant literature.

D. When the literature contains meticulously prepared, carefully reviewed contributions that foster the growth of a field.

2. Which of the following is *not* an essential element of an abstract for a *case study*?

- A. Describe and clarifying the problem.
- B. Describe the subject and relevant characteristics of the individual or organization presented.
- C. Describe the nature of or solution to a problem illustrated by the case example..
- D. Describe the questions raised for additional research or theory.
- E. All of the above

3. Which of the following best answers why thought units must be orderly?

- A. So that readers will understand what you are presenting.
- B. Punctuation marks contribute to continuity by showing relationships between ideas.
- C. Transitional words help; maintain the flow of thought.
- D. Avoid transitional words that create confusion (such as “since.”
- E. All of the above

4. What is *jargon*?

- A. Continuous use of a technical vocabulary even in places where that vocabulary is not relevant.
- B. Substitution of a euphemistic phrase for a familiar term..
- C. Bureaucratic language often used in the government or DoD
- D. All of the above.

5. Which of the following sentences show correct .use of a pronoun or noun plus a present participle?

- A. We had nothing to do with them being the winners.
- B. We had nothing to do with their being the winners.
- C. The significance is questionable because of 1 participant performing at incredible speed.
- D. The significance is questionable because of participant’s performing at incredible speed.
- E. A and C
- F. B and D
- G. A and D

6. How are adverbs used in English?

- A. They make good transitional words to begin a new idea.
- B. They are modified only by adjectives.
- C. They modify verbs, adjectives, and other adverbs.
- D. They express manner or quality.
- E. B, C, and D above.
- F. All of the above.

7. Which of the following is a correct example of the use of *either* and *or*, and *neither* and *nor*?

- A. Neither the responses to the auditory stimuli nor to the tactile stimuli were repeated.
- B. Neither the responses to the auditory stimuli nor the responses to the tactile stimuli were reported.
- C. The respondents either gave the worst answer or the best answer.
- D. The respondents either gave the worst answer or gave the best answer.
- E. A and C
- F. B and D
- G. None is correct.

8. Which of the following sentences avoids *gender bias*?

- A. Firemen are a hardy lot, physically strong, and very nearly devoid of fear.
- B. The American boy's ambition is to excel in sports with fearlessness, speed, balance, and resistance to injury.
- C. When an individual conducts this kind of self-appraisal, that person is much stronger.
- D. A firefighter who identifies emotionally with victims of a fire may lose his objectivity.

9. Which of the following sentences shows correct use of the comma in APA style?

- A. Switch A, located on the main panel, controlled the flashing lights.
- B. Considering how many pumpers to have on scene requires analysis of the height width and depth of the building on fire.
- C. Cedar shavings littered the floor and shredded paper was scattered all over the room.
- D. (Wilson 2008) discovered the water pressure in a hose increases when the diameter decreases.
- E. None of the above is incorrect.

10. Which of the following is *not* a rule for capitalization in APA style?

- A. Capitalize proper names.
- B. Capitalize any term that contains a proper name although the term is in common use.
- C. Capitalize the name of a university course
- D. Capitalize the names of theories, such as Theory X or Theory Y.
- E. Capitalize the names of drugs, equipment, and food.

11. Which of the following is properly capitalized?

- A. On day 2 of experiment 4 the study ended.
- B. During trial 5, the no-delay group performed the best.
- C. As shown in Table 2 and Figure 3B, the rate of firefighter deaths has been increasing in spite of active measures to reduce the number of deaths.
- D. Terrorism countermeasures are discussed in Chapter 4.
- E. The new flame retardant spray will be tested in several trials, and during Trial N, accelerant will be added to the fire before the retardant is applied.

12. Before you use an abbreviation you should make sure which of the following are satisfied.

- A. The abbreviation will save time for the writer.
- B. The abbreviation is conventional.
- C. The reader is more familiar with the abbreviation than with the complete form.
- D. Considerable space can be saved.
- E. Cumbersome repetition can be avoided.
- F. Any combination of B-E could justify use of an abbreviation.

13. When using two levels of headings for a paper (as in FSM IS courses) of the following s the most complete rule for displaying the headings?

- A. Level 1 heading should be centered, and the first letter only capitalized.
- B. Level 2 headings should be used for the rest of the paper.
- C. Level 1 and Level 3 headings should be used.
- D. Level 2 headings are in italics and the first letter of the heading only is capitalized
- E. Level 3 headings are italicized and all important words are capitalized.
- F. A, C, and E

14. If letters and symbols are used in the paper that might be confusing to the typesetter, how should you clarify them?

- A. Prepare a glossary and attach it to the paper.
- B. Make notations by hand on he paper to explain the symbol or letter.
- C. Never use a symbol that might be misunderstood.
- D. Avoid misunderstandings and corrections by leaving the layout to the production office.

15. Which of the following is the most important guideline when designing a table to communicate quantitative data?

- A. Never use a table that consists of words.
- B. Tables designed in a common format are boring to readers and the designer should be creative in how things are arranged.
- C. Design the table so that the meaning of the data shown is obvious at a glance.
- D. Never use a noncanonical form of a table because it will confuse readers.

16. What is the best purpose of a table in the text of the paper

- A. It breaks up the blocking of text making the paper easier to read.
- B. It organizes data so that every point can be discussed in the text.
- C. Most tables must be discussed in the text so that they can be understood.
- D. It supplements instead of duplicating the text.

17. How should tables be numbered in the body of the paper?

- A. Use arabic numerals in the order the tables appear in the text.
- B. Number them in order that they are discussed in detail in the text.
- C. Use suffix letters, such as 5a, 5b, to indicate related tables.
- D. Use Roman numerals in the order the tables appear in the text.

18. Conciseness in a table can be achieved by which of the following?

- A. Use a smaller type face size to compress the data.
- B. Indent and use a block format
- C. Use footnotes instead of including data.
- D. Do not include columns of data that can be calculated easily from other columns.
- E. Include a column of averages so the reader does not have to do the calculation.

19. What is the use of word tables in a paper?

- A. To avoid numbers that can be confusing to readers.
- B. To present qualitative comparisons or descriptive information.
- C. To allow for more detailed information to be presented.
- D. To summarize information discussed first in the paper.
- E. All of the above.

20. What kind of data are presented in word tables?

- A. quantitative data
- B. elements of format
- C. qualitative comparisons
- D. descriptive information
- E. both A and B
- F. both C and D.

21. What is the purpose of a specific note to a table?

- A. It qualifies, explains, or provides information relating to the table as a whole.
- B. It ends with an explanation of abbreviations, symbols, and the like.
- C. It indicates the results of tests of significance.
- D. It refers to a particular column, row, or individual entry.
- E. all of the above except D.

22. How are charts used well in APA documents?

- A. They show percentages and proportions.
- B. They describe relations between parts of a group or objects.
- C. They explain the sequence of operations in a process.
- D. All of the above.
- E. B and C above.

23. What turns out to be an advantage of line art over halftones?

- A. Halftones are more expensive to reproduce.
- B. Halftones have shades of gray.
- C. Line drawings will reproduce only in black and white
- D. Line drawings require a special printing process

24. Which one of the following is very important to keep in mind about the size and proportion of elements in graphics?

- A. The size of lettering should be larger than 14-point type.
- B. Each element must be large enough and sharp enough to be legible.
- C. Axis labels on graphs should be bolder than the graph lines themselves
- D. All of the above are correct.

25. Would a typewritten manuscript be acceptable for publication?

- A. Yes, when done without erasures or whiteouts.
- B. Yes, when the appropriate type size is used.
- C. Yes if the typewriter allows for proportional spacing.
- D. No, it is not acceptable.

26. Although author notes are not usually a requirement for class papers, when they are used, what should they contain? (In FSM IS courses, the cover page is a substitute for the author note, and the required format is specified.)

- A. The author's organizational affiliation
- B. Acknowledgements
- C. Disclaimers or perceived conflict of interest
- D. Point of contact for the interested reader.
- E. All of A-D.

27. How is a source with a single author cited in the body of a paper?

- A. The full name of the author and the date is inserted at the end of the sentence.
- B. The last name of the author and the year of publication are inserted in the text at the appropriate point.
- C. The name of the author and date are inserted immediately after citing the work.
- D. The name of the author is placed in parentheses at the end of the paragraph containing the citation.

28. When a work has no date of publication, how should it be cited?

- A. It may not be cited because without a date it cannot be found.
- B. Approximate the date of publication and include it.
- C. Cite the author's name, followed by a comma and n.d. for "no date."
- D. If it has no date then it is a classical work, and as such needs no citation other than mentioning it in the text.

29. Which of the following is the correct APA-style way to list a citation to a personal communication?

- A. According to F. Wilson, personal communication, January 1, 2008, the above argument is false.
- B. Vietnamese children are still losing limbs owing to picking up unexploded ordinance from the Vietnam War (V.-G. Nguyen, personal communication, January 2, 2008).
- C. Personal communications are not appropriate for APA-style papers.
- D. Only information received on electronic media may be listed as personal communications.

30. Which of the following best defines the reference list?
- A. It lists within the text of the paper from where each quote was taken
  - B. It is located at the bottom of each page of the text and documents the article and provides the information necessary to identify and retrieve each source.
  - C. It is located at the end of the article and documents the article and provides the information necessary to identify and retrieve each source.
  - D. It documents the article and provides the information necessary to identify and retrieve each source.
31. Why is it vital that reference data must be correct and complete?
- A. So the reader is able to retrieve and use the sources.
  - B. To insure the date of publication is included.
  - C. Accurately prepared references help establish the credibility as a careful researcher.
  - D. A and B above
  - E. A and C above.
32. Which of the following is the correct way of listing references with the same first author and different second or third authors?
- A. List each by the first author's name and in order of publication.
  - B. List alphabetically by the surname of the second author or third author if the second author is the same.
  - C. Do not use sources from sources having the same first author.
  - D. Alphabetize by the name of the *last* author listed.
33. When may single spacing be used in a document?
- A. Only in the references list.
  - B. Table titles and headings.
  - C. Between paragraphs.
  - D. In the abstract
34. With whom does the responsibility lie for the efficient handling of a manuscript?
- A. With the editor.
  - B. With the typesetter.
  - C. With the author.
  - D. With the publisher.
  - E. All of the above.



35. Which of the following describes a proofreader's mark meaning you should capitalize an underlined word or phrase?

- A. A square box
- B. The abbreviation *ital* surrounded by a circle.
- C. Triple underlining of the word or phrase
- D. A forward slash in front of the word or phrase to be capitalized.

36. The author bears the primary responsibility for proofreading. What is an APA-recommended method for checking for typographical errors?

- A. Rely on the typesetter since they have more experience and are better spellers.
- B. Carefully read the proof pages yourself because you know what the text should be, having written it.
- C. Have another person read the manuscript aloud slowly while you read the proof.
- D. You need only to proofread the submitted draft since the editors will make the changes appropriate for publication themselves.
- E. A and D
- F. B and C

37. When you submit a final draft of a paper what should you do with your notes, data, and version of the copy submitted?

- A. Once it is submitted it is finished and you can discard research materials.
- B. Discard your electronic copy since the accurate one is the one submitted.
- C. Retain data, instructions, coding systems, details of procedure, and analyses so that copies may be made available in response to inquiries from interested readers.
- D. Send your data, instructions, coding systems, details of procedure, and analyses to the publisher, so that copies may be made available in response to inquiries from interested readers.

38. Which of the following sources would be useful when learning more about avoiding discriminatory language?

- A. Boston, B.O. (1992, November). Portraying people with disabilities: Toward a new vocabulary. *The Editorial Eye*, 15, 1-3, 6-7
- B. *Guidelines for reporting and writing about people with disabilities* (4<sup>th</sup> ed.) [Brochure.] (1994). Lawrence: University of Kansas, Media Project of the Center on Independent Living.
- C. International Association of Business Communicators. (1982). *Without bias: A guidebook for nondiscriminatory communication* (2<sup>nd</sup> ed.). New York: Wiley
- D. Knatterud, M. E. (1991, February). Writing with the patient in mind: Don't add insult to injury. *American Medical Writers Association Journal*, 6, 10-17
- E. A, B, C, and D above

39. What does K. W. Schaie discuss about discriminatory language in his article in *American Psychologist* 48 (1993), 49-51.

- A. Provides writing and illustration guidelines for equal treatment of the sexes and for fair representation of minority groups and people with disabilities.
- B. Reports data demonstrating that even when used in a supposedly neutral context, “generic” male terms induce people to think of males.
- C. Dictionary-style listing of disabilities and related terminology, plus guidelines on interviewing people with disabilities.
- D. A general article on avoiding ageist bias in research, including discussion on objective research design and on reporting what the research actually demonstrates without adding value-laden assumptions.

40. How long should the title of the paper (on the Title Page) be?

- A. 3-5 words
- B. 3-7 words
- C. 5-10 words
- D. 10-12 words

41. Where can you find manuscript checklists in the APA manual for your final review of your paper before submission?

- A. sections 3.34-3.41
- B. section 9.03
- C. Appendixes A and B
- D. chapter 6

42. If you consult with a colleague to get information for your paper, and that information contains confidential information that could lead to the identification of a person or organization that wishes to remain confidential, what should you do?

- A. Do not use the material.
- B. Use coding or other techniques to avoid the inclusion of personal identities.
- C. List your colleague as the source of the information.
- D. Do not use confidential information

43. If you make a presentation of the material in your paper, and it is possible that confidential information might identify individuals to others and possibly cause them harm, what should you do?

- A. Do not present the information.
- B. Cite the information but be vague and move through it quickly so there is no time to identify the individuals
- C. Make up information instead of using real information.
- D. Disguise confidential information concerning such persons or organizations so that they are not individually identifiable to others.

44. The noted French sociologist Pierre Bourdieu collaborated with Jean-Claude Passeron to publish their influential 1977 book, *Reproduction in Education, Society and Culture*. The English language version was published in London by the Russell Sage Foundation

How should this source be listed in the references?

- A. Bourdieu, Pierre and Jean-Claude Passeron. *Reproduction in Education and Culture*. (1977)
- B. Bourdieu, P., & Passeron, J-C. (1977). Reproduction in education, society, and culture. London: Russell Sage Foundation. (Bourdieu & Passeron, 1977)
- C. Bourdieu, P., & Passeron, J-C. (1977). *Reproduction in education, society, and culture*. London: Russell Sage Foundation. (Bourdieu & Passeron, 1977)
- D. Bourdieu, P. & Passeron, J-C. *Reproduction In Education, Society, And Culture*. London: Russell Sage Foundation. (Bourdieu & Passeron, 1977)

45. William Strunk, Jr., wrote the original edition of the *Elements of Style*, then little more than a pamphlet, in 1918. It was required reading in his course at Cornell University in Ithaca, New York, where he also lived. The author published this first edition himself. It was subsequently revived and revised in 1959, and is still in print today.

How should this source be listed in the references?

- A. Strunk, W., Jr. (1918: reprinted by Cornell University, Ithaca, NY 1959). *The elements of style*
- B. Strunk, W., Jr. (1918). *The elements of style*. Ithaca, NY: Author. (Strunk, 1918)
- C. Strunk, W. Jr. (1959). *The elements of style*. Ithaca, NY: Author. (Strunk, 1918)

D. Cornell University Press (1959). *The elements of style*. Ithaca, NY: Author.

(Strunk, 1918)

46. It was long thought that science developed in a steady cumulative state. But Thomas S. Kuhn argued that science reached tipping points that cascaded into new paradigms. A second edition his thesis, *The Structure of Scientific Revolutions* was published in 1970 by the University of Chicago Press.

How should this source be listed in the references?

A. Kuhn, T. S. (1977). *The structure of scientific revolutions* (2nd ed.). Chicago: University of Chicago Press.

B. Kuhn, T. S. (1970). The Structure of Scientific Revolutions (2<sup>nd</sup> ed.). Chicago: University of Chicago Press.

C. Kuhn, T. S. (1977). The structure of scientific revolutions (2nd ed.). Chicago: University of Chicago Press.

D. Kuhn, T. S. (1977). The Structure Of Scientific Revolutions (2nd ed.). Chicago: University of Chicago Press.

47. The *New England Journal of Medicine* published a provocative analysis entitled "The Quality of Health Care Delivered to Adults in the United States" in 2003 (volume 348, pages 2635-45). The authors were Elizabeth A. McGlynn, Ph.D., Steven M. Asch, M.D., M.P.H., John Adams, Ph.D., Joan Keeseey, B.A., Jennifer Hicks, M.P.H., Ph.D., Alison DeCristofaro, M.P.H., and Eve A. Kerr, M.D., M.P.H.

How should this source be listed in the references?

A. McGlynn, E. A., Asch, S. M., Adams, J., Keeseey, J., Hicks, J., DeCristofaro, A., et al. (2003). The quality of health care delivered to adults in the United States. *New England Journal of Medicine*, 348, 2635-2645. (McGlynn et al., 2003)

B. McGlynn, et al. (2003). The quality of health care delivered to adults in the United States. *New England Journal of Medicine*, 348, 2635-2645.

(McGlynn et al., 2003)

C. McGlynn, E. A., Asch, S. M., Adams, J., Keeseey, J., Hicks, J., DeCristofaro, A., et al. (2003). "The quality of health care delivered to adults in the United States." *New England Journal of Medicine*, 348, 2635-2645.

(McGlynn et al., 2003)

D. McGlynn, E. A., Asch, S. M., Adams, J., Keeseey, J., Hicks, J., DeCristofaro, A., et al. (2003). The Quality Of Health Care Delivered To Adults In The United States. *New England Journal of Medicine*, 348, 2635-2645.

(McGlynn et al., 2003)

48. "Ethical Issues Concerning Research in Complementary and Alternative Medicine" was the title of an article that appeared in *JAMA* (Journal of the American Medical Association) in 2004 (volume 291, pp. 599-604). The authors Franklin G. Miller, PhD; Ezekiel J. Emanuel, MD; Donald L. Rosenstein, MD; and Stephen E. Straus, MD.

How should this source be listed in the References?

A. The first time it is cited, use: Miller, F. G., Emanuel, E. J., Rosenstein, D. L., & Straus, S. E. (2004). Ethical issues concerning research in complementary and alternative medicine. *JAMA*, 291, 599-604.

B. After the first citation, use the following form: B. Miller, F. G., Emanuel, E. J., Rosenstein, D. L., & Straus, S. E. (2004). Ethical issues concerning research in complementary and alternative medicine. *JAMA*, 291, 599-604.

C. Note that the official name of the AMA journal is *JAMA*, but since you can't

know the formal name of all journals, it's acceptable to use *Journal of the American Medical Association*

D. Miller, F. G., Emanuel, E. J., Rosenstein, D. L., & Straus, S. E. (2004). Ethical Issues Concerning Research In Complementary And Alternative Medicine. *JAMA*, 291, 599-604.

E. All of the above are correct.

F. A-C above are correct.

49. Which of the following is true regarding capitalization rules in references and citations?

- A. Titles are always lowercased in APA style wherever they may appear.
- B. Titles are never used in uppercase anywhere in an APA paper.
- C. Titles may be uppercased in the references, but are always lowercased in the body of the paper. The text of the paper is the most crucial place for following APA capitalization rules and is the place where most APA style errors occur.
- D. Titles are lowercased in APA references, but uppercased in the text in standard English usage. Since citations are in the text, the short title in the citation is uppercased too.

50. Which of the following is true about what constitutes a good (and properly written) title for an APA-style paper?

- A. A title should be fully explanatory. In other words, there should be no question as to what your paper is about after reading your title.
- B. The title should be typed at the center of the page.
- C. A good title should be between ten and twelve words.
- D. The title is always double spaced.
- E. All of the above are true.