

For all 2021 volume numbers and going forward, Cognizant will follow the 7th edition of Publication Manual of the American Psychological Association for citing references in the text and reference list entries. This is a quick list with X (incorrect) and ✓ correct entries.

Go to: <https://apastyle.apa.org/> for more information (see Popular Style Guidelines links on the left hand side).

The biggest changes in the 7th edition for text citations and reference list entries are:

1. **The publisher location is no longer included in the reference.**

X Covey, S. R. (2013). *The 7 habits of highly effective people: Powerful lessons in personal change*. New York, NY: Simon & Schuster.

✓ Covey, S. R. (2013). *The 7 habits of highly effective people: Powerful lessons in personal change*. Simon & Schuster.

2. **The in-text citation for works with three or more authors is now shortened right from the first citation. You only include the first author's name and "et al."**

X (Taylor, Kotler, Johnson, & Parker, 2018)

✓ (Taylor et al., 2018)

3. **Surnames and initials for up to 20 authors (instead of 7) should be provided in the reference list.**

X Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., ... Lee, L. H. (2018).

✓ Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W. L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., ... Nelson, T. P. (2018).

4. **DOIs are formatted the same as URLs. The label "DOI:" is no longer necessary.**

X doi: 10.1080/02626667.2018.1560449

✓ <https://doi.org/10.1080/02626667.2018.1560449>

5. **URLs are no longer preceded by "Retrieved from," unless a retrieval date is needed. The website name is included (unless it's the same as the author), and web page titles are italicized.**

X Walker, A. (2019, November 14). Germany avoids recession but growth remains weak. Retrieved from <https://www.bbc.com/news/business-50419127>

✓ Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. BBC News. <https://www.bbc.com/news/business-50419127>

6. For **ebooks**, the format, platform, or device (e.g. Kindle) is no longer included in the reference, and the publisher is included.

X Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites* [Kindle version]. <https://doi.org/10.1007/978-90-481-2473-2>

√ Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites*. Springer Nature. <https://doi.org/10.1007/978-90-481-2473-2>

7. **Clear guidelines are provided for including contributors other than authors and editors. For example, when citing a podcast episode, the host of the episode should be included; for a TV series episode, the writer and director of that episode are cited.**

In addition, there are other significant updates in the 7th addition that authors should follow regarding inclusive and bias-free language. There is a specific chapter in the 7th edition devoted to bias-free language. It will be the responsibility of the author to incorporate these suggested guidelines but editorial offices should encourage authors to adhere to the guidelines. Instructions to contributors are being updated to include paragraphs on bias-free language. Some examples include:

9. **The singular “they” or “their” is endorsed as a gender-neutral pronoun.**

X A researcher’s career depends on how often he or she is cited.

√ A researcher’s career depends on how often they are cited.

10. **Instead of using adjectives as nouns to label groups of people, descriptive phrases are preferred.**

X The poor

√ People living in poverty

11. **Instead of broad categories, you should use exact age ranges that are more relevant and specific.**

X People over 65 years old

√ People in the age range of 65 to 75 years old

## Journal Article

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

Author, A. A., & Author, B. B. (Year). Title of the article.

*Name of the Periodical*, volume(issue), #–#. <https://doi.org/xxxx>

Capitalize all major words in the periodical name. Follow with a comma. Italicize the periodical name (but not the comma after).

Italicize the volume number. Do not put a space between the volume number and the parentheses around the issue number.

Do not italicize the issue number or parentheses. Follow the parentheses with a comma. **No issue number?** That's okay. Follow the volume number with a comma.

Include the article page range. Use an en dash; do not put spaces around the en dash. End with a period.

**Does the article have a DOI?** Include a DOI for all works that have one. Do not put a period after the DOI.

## Book

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the title. End with a period.

Author, A. A., & Author, B. B. (Copyright Year). *Title of the book* (7th ed.).

Publisher. DOI or URL

Include the name of the publisher, followed by a period. Do not include the publisher location. **Are there multiple publishers?** If so, separate them with a semicolon.

**Does the book have a DOI?** Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.

**Does the book have an edition or volume number?** If so, include the number in parentheses after the title but before the period. If both, show edition first and volume second, separated by a comma. Do not put a period between the title and the parenthetical information.

## Chapter in an Edited Book

Author, A. A., & Author, B. B. (Copyright Year). Title of the book chapter.

Invert names so that the last name comes first, followed by a comma and the initials. Leave a space between initials. Retain the order of authors' names.

Place the copyright year in parentheses. End with a period.

Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Do not italicize. End with a period.

In A. A. Editor & B. B. Editor (Eds.), *Title of the book* (2nd ed., pp. #-#).

Publisher. DOI or URL

Write the word "In" and the initials and last name (not inverted) of each editor. Use "(Ed.)" for one editor or "(Eds.)" for multiple editors. End with a comma.

Provide the title of the book in which the chapter appears. Capitalize only the first letter of the first word. For a two-part title, capitalize the first word of the second part of the title. Also capitalize proper nouns. Italicize the book title.

Include the chapter page range. End with a period. **Does the book have an edition or volume number?** If so, include the number in parentheses before the page range. If both, show edition first and volume second, separated by a comma, before the page range. Do not put a period between the title and the parenthetical information.

Include the name of the publisher followed by a period. Do not include the publisher location. If there are multiple publishers, separate them with a semicolon.

**Does the book have a DOI or URL?** Include a DOI if available. Do not include a URL or database information for works from academic research databases. Include a URL for ebooks from other websites. Do not put a period after the DOI or URL.