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.**


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.**


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.**


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


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