APA 7th ed. Update:

Summary of key insights

Table of contents

Title page setup

APA 7th edition, valid since 2020, offers two title page versions - student and professional. However, in our work, **we will apply** requirements for the **student version** only because the professional type is used exceptionally in cases if explicitly required by instructions.

- The student version does **not include a running head** (unless explicitly required by instructions);
- A title should be placed 3-4 lines below the title page's top. Besides, it should be centered and bolded;
- Major words of the title should be capitalized;

Reminder - *what to capitalize in APA 7th:*
- ★ the first word in the title, subtitle or heading (even if it is an article (e.g. "A") or adverb (e.g. "What");
- ★ the first word after a colon, em dash, or end punctuation
- ★ words containing four letters or more (e.g., "With," "Between," "From")
- ★ major words, including the second part of hyphenated major words (e.g., "Self-Study," not "Self-study").

- a title formatted in the same manner as the one on the title page should appear before the text body on the 2nd page.

→ *Title Page Sample*
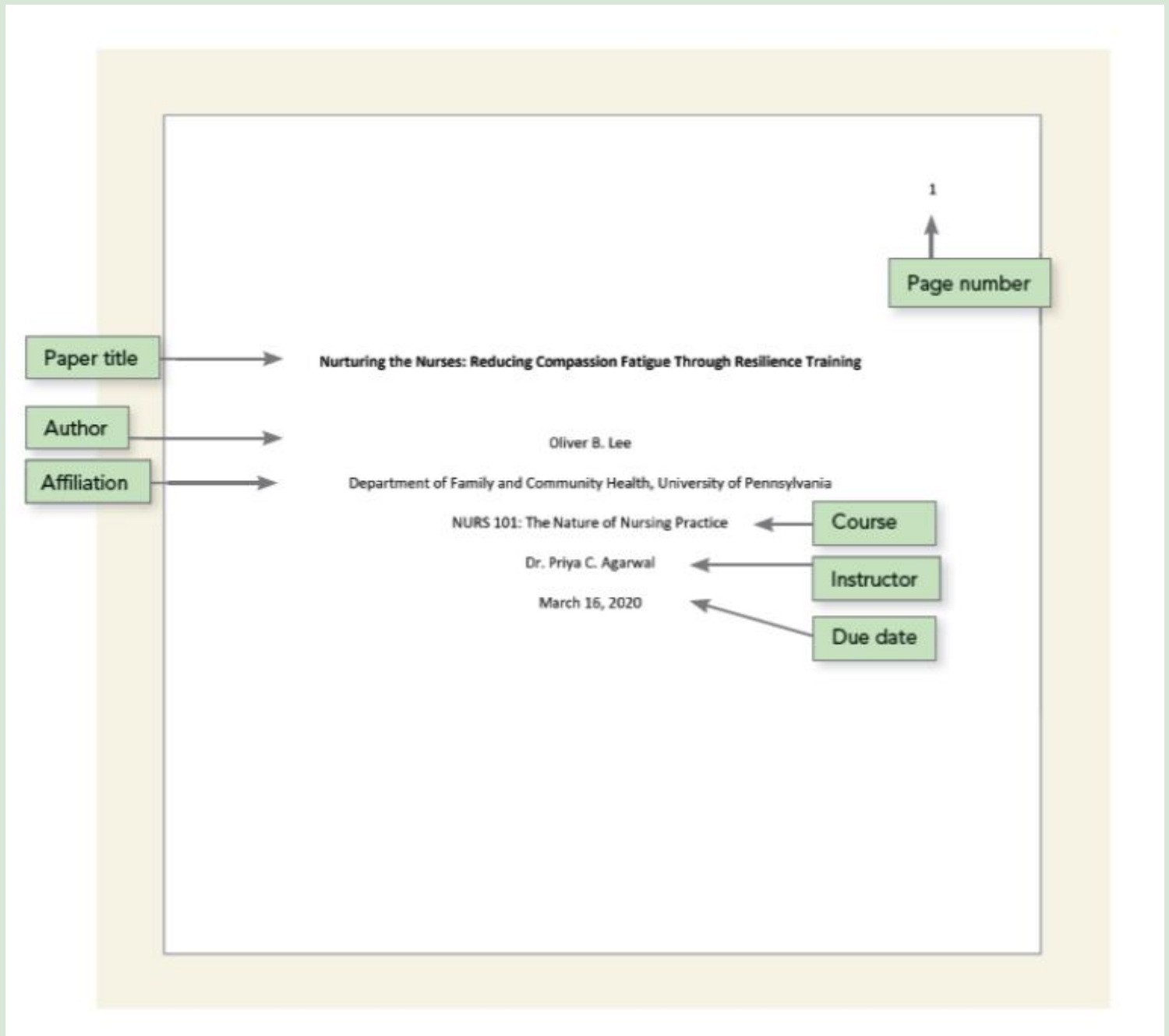
Sample title page in APA 7th.

Subheadings

→ *The What*

APA 7th requires the application of Title Case, boldface, and double-space in subheadings. *Note* that subheadings should be used only when 1) there is a need to differentiate sections of the paper [that is, to ease navigation within the paper or identification of specific information] or 2) when the use of subheadings is required by instructions. Hence, subheadings may [and most likely will be] be missing from <u>short</u> papers.

→ *The How*

- subheadings should be used when appropriate (when there is a need to differentiate sections of the paper);
- the *Introduction* subheading should be omitted because the first paragraph is considered the introduction by default and the title at the top of the second page is already a first-level subheading;
- words in subheadings <u>must</u> be capitalized and in proper formatting (see "Subheadings Levels Requirements);
- certain <u>practices</u> must be omitted:
    - ★ do not include only one subheading (e.g. only *Conclusion* or only one body-section subheading) and then have no others because it looks awkward;
    - ★ do not include numbers or letters with headings (unless explicitly required by instructions);
    - ★ do not have a different spacing with subheadings (e.g. single-spaced text but double-spaced subheadings);
    - ★ do not include extra spacing before or after subheading

→ Subheadings Levels Requirements

Level	Format
1	**Centered, Boldface, Title Case Heading** Text starts a new paragraph.
2	**Flush left, Boldface, Title Case Heading** Text starts a new paragraph.
3	***Flush Left, Boldface Italic, Title Case Heading*** Text starts a new paragraph.
4	**Indented, Boldface Title Case Heading Ending With a Period.** Paragraph text continues on the same line as the same paragraph.
5	***Indented, Boldface Italic, Title Case Heading Ending With a Period.*** Paragraph text continues on the same line as the same paragraph.

Requirements for subheadings of different levels in APA 7th.

Format of references

APA 7th provides some updates to formatting of references, <u>but they are not critical, yet they are important</u>. The changes pertain to the format of URL/DOI, punctuation, and strategies when some elements are missing.

- *Publisher locations* are now excluded from APA references for books;
- *DOIs* are now formatted the same as URLs [that is, " https://doi.org/10.1080/02626667.2018.1560449," not "doi: 10.1080/02626667.2018.1560449" and the "DOI:" label is no longer included;
- a *period* must be included after each reference element (after author, date, title, and source elements);
  - However, a period is <u>not</u> included after a DOI or URL because it may limit the link's functionality;
  - If a title ends with a question mark, the question mark is used instead of the period;
- a *comma* between the journal volume and issue numbers is <u>not</u> needed. Instead, the issue number must be placed in parentheses directly after the volume number;
- *punctuation marks* **within** an italic reference element (e.g., a comma or colon within a title) <u>are</u> italicized;
- *punctuation between* reference elements (e.g., the period or comma after an italic title) are <u>not</u> italicized.

→ *Examples of References*

➢ Dictionary entry

Merriam-Webster. (n.d.). Braggadocio. In *Merriam-Webster.com dictionary*. Retrieved January 13, 2020, from **https://www.merriam-webster.com/dictionary/braggadocio**

➢ Edited Book Chapter

Armstrong, D. (2019). Malory and character. In M. G. Leitch & C. J. Rushton (Eds.), *A new companion to Malory* (pp. 144-163). D. S. Brewer.

➢ Facebook Post

U.S. Department of the Interior. (2020, January 10). *Like frosting on a cake, snow coats and clings to the hoodoos at Bryce Canyon National Park in Utah* [Image attached] [Status update]. Facebook. **https://www.facebook.com/USInterior/photos/a.155163054537384/258647545140(type=3&theater**

➢ Journal article

Drollinger, T., Comer, L. B., & Warrington, P. T. (2006). Development and validation of the active empathetic listening scale. *Psychology & Marketing, 23*(2), 161-180. **https://doi.org/10.1002/mar.20105**

➢ Magazine article

Peterzell, J. (1990, April). Better late than never. *Time, 135*(17), 20–21.

➢ Newspaper article

Richards, C. (2019, December 9). Best music of 2019: Lana Del Rey sings lullabies about the end of America. *Washington Post*. **https://www.washingtonpost.com/entertainment/music/best-music-of-2019-lana-del-rey-sings-lullabies-about-the-end-of-america/2019/12/06/6e82c5ec-15d8-11ea-a659-7d69641c6ff7_story.html**

➢ Tweet

National Geographic [@NatGeo]. (2020, January 12). *Scientists knew African grays are clever, but now they've been documented assisting other members of their species—even strangers* [Tweet; thumbnail link to article]. Twitter. **https://twitter.com/NatGeo/status/1216346352063537154**

➢ Webpage on a website

Price, D. (2018, March 23). *Laziness does not exist*. Medium. **https://humanparts.medium.com/laziness-does-not-exist-3af27e312d01**

American Society for the Prevention of Cruelty to Animals. (2019, November 21). *Justice served: Case closed for over 40 dogfighting victims*. **https://www.aspca.org/news/justice-served-case-closed-over-40-dogfighting-victims**

➢ **Whole book**

Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

➢ **YouTube Video**

Lushi, K. [Korab Lushi]. (2016, July 3). *Albatross culture 1* [Video]. YouTube. **https://www.youtube.com/watch?v=_AMrJRQDPjk&t=148s**

In-text citations

APA 7th, just like APA 6th, uses the *author-date* format of in-text citations.

→ *The How*

APA 7th, just like APA 6th, uses the *author-date* format of in-text citations. What follows is a reminder of how to format in-text citations:

- *the parenthetical citation format*: author's name and publication date appear in parentheses (e.g. "(Koehler, 2016)");
- *the narrative citation format*: author's name is used as part of the text and is followed by the year in parentheses (e.g. "Koehler (2016) argues that…");
- *the narrative citation format*: the word "and" must always be spelled out when more than one author;
- *in any citation format*: only the year should be included in the in-text citation, even if the reference list entry contains a more specific date (e.g., year, month, and day);
- *in any citation format*: "n.d." should be used in in-text citations for sources with no date;
- *in any citation format*: "in press" must be used in citations for works accepted for publication but not yet published;
- *in any citation format*: the author name(s) must be included in every citation for a source with <u>one or two authors</u> but the name of only the first author and "et al." must be included in every citation (even the first one) for a source with three or more authors.
- *in any citation format*: suffixes like "Jr." should not be included in in-text citations;
- *in any citation format*: title and year of publication must be used in the in-text citation for sources with an unknown author.
- *in any citation format*: in-text citations for works with three or more authors are now shortened from the first use and the format is <first author's name and "et al."> [e.g. it should be "((Taylor et al., 2018)", not "(Taylor, Kotler, Johnson, & Parker, 2018)"];

→ *Summary of Requirements for In-text Citations*

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)

Group author with abbreviation
    1) First citation
 	
    2) Subsequent citations
	1) (National Institute of Mental Health [NIMH], 2020)
	
	2) (NIMH, 2020)
		1) National Institute of Mental Health (NIMH, 2020)
		
		2) NIMH (2020)

Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

Miscellaneous Updates

The new APA 7th provides rules for vocabulary use in certain circumstances.

- **the "They" pronoun use:**
  - "they" takes a singular form and should be used to refer to a generic person whose gender is unknown or irrelevant to the context and to refer to a specific, known person who uses "they" as their pronoun;
  - the "(s)he" and "s/he" combinations <u>cannot</u> be used as alternatives to singular "they";
  - "They" is a plural verb regardless of whether the subject that the pronoun is used to refer to is singular or plural;
- **bias-free language use:**
  - writers need to be sensitive to labels and acknowledge people's humanity. It presupposes omitting using adjectives as nouns to label people (e.g. "the poor", "the disabled") or labels that relate people to their conditions (e.g. "schizophrenics", "drug users", "autists"). Instead, nouns with descriptive phrases should be used instead (e.g. "people living in poverty", "people with disabilities", "people with schizophrenia", "people who use drugs", "a person with autism");
  - some labels are acceptable, but they must be capitalized to identify a sense of community (e.g. "the Deaf");
- **terms for older adults:**
  - the "seniors," "elderly," "the aged," and "aging dependants" terms should be <u>avoided</u> because they are stigmatizing. Instead, "older persons," "older adults," "older individuals," "persons 65 years and older," and "the older population" should be used;
- **negative terminology use:**

- ○ negativistic terms that imply restrictions, such as "wheelchair-bound" and "AIDS victims," should be omitted. Instead, formulations like "wheelchair user" and "Persons with AIDS," should be used;
- **use of terms related to sex and gender:**
  - ○ it is necessary to distinguish differences between terms *gender, sex, cisgender,* and *transgender* to avoid biases;
- **use of terms related to racial and ethnic identity:**
  - ○ "Black" and "White" (capitalized) should be used instead of "black" and "white." The same applies to "Native American," "Hispanic," "Indigenous," and "Aboriginal");
  - ○ whenever a reference to a specific group is made, each word should be capitalized (e.g., the Indigeneous Peoples of Canada);
- **technology terms spelling:**
  - ○ technology-related words *internet, email, ebook, ereader, database, smartphone, website, webpage, the web, username, etc.* are spelled with no hyphen/spacing and with lower-case letters;
  - ○ technology-related words *data set, wi-fi, login page* are still spelled separately or with a hyphen.