

SUBJECT: MAJOR CHANGES IN THE APA MANUAL, 7TH EDITION OF 2019

In October 2019, the American Psychological Association (APA) introduced the 7th edition of the APA Publication Manual, which replaces the 6th edition published in 2009.

The University library has abstracted (summarized) the manual to assist users to note the salient changes as follows:

REFERENCES AND IN-TEXT CITATIONS IN APA STYLE

When it comes to citing sources, more guidelines have been added that make citing online sources easier and clearer. The biggest changes in the 7th edition are:

The publisher location (Place of publication) is no longer included in the reference.

Covey, S. R. (2013). *The 7 Habits of Highly Effective People: Powerful lessons in personal change*. New York, NY: Simon & Schuster. (6th edition)

Covey, S. R. (2013). *The 7 Habits of Highly Effective People: Powerful lessons in personal change*. Simon & Schuster. (7th edition)

When the author and publisher are the same, omit the publisher in the reference.

Ministry of Education. (2009). *Research ethics in New Zealand: A student guide*. Ministry of Education. (6th edition)

Ministry of Education. (2009). *Research ethics in New Zealand: A student guide*. (7th edition)

When Multiple publishers are listed in the order shown on the copyright page of a work. If two or more publishers are listed on copyright page, include all of them separated with a semi-colon.

Neftci, S. N. (2009). *Principles of financial engineering* (2nd ed.). Academic Publishing; Massey University Press (7th edition)

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."

(Taylor, Kotler, Johnson, & Parker, 2018) (6th edition)

(Taylor et al., 2018) (7th edition)

The only exception to this occurs when doing so would create ambiguity (e.g., if two papers have first-listed authors with the same name). In these cases, list as many names as needed to differentiate the papers, followed by "et al."

Fannon, Chan, Ramirez, Johnson, and Grimsdottir (2019) and Fannon, Chan, Montego, Daniels, and Miller (2019) can be cited as Fannon, Chan, Ramirez, et al., 2019) and (Fannon, Chan, Montego, et al., 2019), respectively

New guidelines describe how to present quotations from research participants.

Quotations from research participants should be formatted like normal quotations (e.g., if they are longer than 40 words, use a block quotation). However, you do not need to provide an in-text citation or a reference list entry. Instead, simply indicate that the quote is from a research participant in the text.

If attributing the quote to a pseudonym, enclose the name in quotation marks the first time you use it. After the first time, do not use quotation marks.

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

In the seventh edition, up to 20 authors should now be included in a reference list entry. For sources with more than 20 authors, after the 19th listed author, any additional authors' names are replaced with an ellipsis (...) followed by the final listed author's name. Do not place an ampersand before the final author's name.

Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., ... Lee, L. H. (2018). (6th edition)

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). (7th edition)

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

doi:10.1080/02626667.2018.1560449 (6th edition)

<https://doi.org/10.1080/02626667.2018.1560449> (7th edition)

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.

Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. Retrieved from <https://www.bbc.com/news/business-50419127> (6th edition)

Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. BBC News. <https://www.bbc.com/news/business-50419127> (7th edition)

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

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> (6th edition)

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> (7th edition)

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.

Media Type	Include as author
Film	Director
TV series	Executive producer(s)
Podcast episode	Host of episode
Webinar	Instructor
Online streaming video	Person of group who uploaded the video
Photograph	photographer

Dozens of examples are included for online source types such as podcast episodes, social media posts, and YouTube videos. The use of emoji's and hashtags is also explained.

INCLUSIVE AND BIAS-FREE LANGUAGE

Writing inclusively and without bias is the new standard, and APA's new publication manual contains a separate chapter on this topic.

The guidelines provided by APA help authors reduce bias around topics such as gender, age, disability, racial and ethnic identity, and sexual orientation, as well as being sensitive to labels and describing individuals at the appropriate level of specificity. Some examples include

Guidelines are being added to use bias-free language when referring to people or entities. This means using the word "they" or "their" instead of gender pronouns like "he", "she", "his" and "her". The singular "they" or "their" is endorsed as a gender-neutral pronoun.

- ✓ A researcher's career depends on how often he or she is cited.
- ✓ A researcher's career depends on how often they are cited.

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

- ✓ The poor
- ✓ People living in poverty

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

- ✓ People over 65 years' old
- ✓ People in the age range of 65 to 75 years' old

APA PAPER FORMAT

In the 7th edition, APA decided to provide different paper format guidelines for professional and student papers. For both types a sample paper is included. Some notable changes include:

Increased flexibility regarding fonts: APA style 6th edition requires the Times New Roman font in 12pt size, which is a relatively small serif font that can be hard to read. But font lovers rejoice!

The 7th edition adds Calibri size 11pt, Arial 11pt, Lucida Sans Unicode 10pt, and Georgia 11pt as allowed fonts

The running head on the title page no longer includes the words "Running head:". It now contains only a page number and the (shortened) paper title.

- ✓ Running head: THE EFFECT OF GOOGLE ON THE INTERNET (6th edition)
- ✓ THE EFFECT OF GOOGLE ON THE INTERNET (7th edition)

The running head is omitted in student papers (unless your instructor tells you otherwise).

MECHANICS OF STYLE

In terms of style, not much has changed in the 7th edition. In addition to some updated and better explained guidelines, there are two notable changes:

Use only one space after a period at the end of a sentence.

Use double quotation marks instead of italics to refer to linguistic examples.

- ✓ APA endorses the use of the singular pronoun *they* (6th edition)
- ✓ APA endorses the use of the singular pronoun "they" (7th edition)

Use quotation marks around linguistic examples rather than highlighting these examples with italics. For example, one might write that a computer user should press the “F” key, rather than press the F key. Similarly, one might write about study participants who have to choose between the choices “agree,” “disagree,” and “other,” rather than the choices agree, disagree, and other.

TABLES AND FIGURES

Though the formatting for tables and figures has not dramatically changed from the sixth edition, a few relevant changes are as follows:

Tables and figures are now formatted in parallel—in other words, they use consistent rules for titles, notes, and numbering.

Tables and figures may now be presented either in the text of the document or after the reference list on separate pages.

HEADINGS IN APA

The APA 7th edition suggests 5 possible heading levels to format an assignment.

Level 1 headings should be **centered, bold, and all major words should start with a capital letter (title case)**. The font should be the same style and size as the rest of the assignment. Do not give the heading a number or letter and do not close the heading with a full stop. The following text begins as a new, indented, paragraph.

Level 2 headings introduce subsections within the main sections. **Level 2 headings should be flush with the left margin, bold, and all major words should start with a capital letter (title case)**. The font should be the same style and size as the rest of the assignment. Do not give the heading a number or letter and do not close the heading with a full stop. The following text begins as a new, indented, paragraph.

Level 3 headings break Level 2 subsections into smaller sections. **Level 3 headings should be flush with the left margin, bold, in italics, and all major words should start with a capital letter (title case)**. The font should be the same style and size as the rest of the assignment. Do not give the heading a number or letter and do not close the heading with a full stop. The following text begins as a new, indented, paragraph.

Level 4 headings break Level 3 subsections into smaller sections. **Level 4 headings should be indented (like a new paragraph), bold, and all major words should start with a capital letter (title case).** The font should be the same style and size as the rest of the assignment. Do not give the heading a number or letter and close the heading with a full stop. Text begins on the same line as the heading and continues as a regular paragraph.

Level 5 headings break Level 4 subsections into smaller sections. **Level 5 headings should be indented (like a new paragraph), bold, in italics, and all major words should start with a capital letter (title case).** The font should be the same style and size as the rest of the assignment. Do not give the heading a number or letter and close the heading with a full stop. Text begins on the same line as the heading and continues as a regular paragraph. See below

Heading Level Format

Centered, Bold, Title Case Heading

Text begins as a new paragraph.

Flush Left, Bold, Title Case Heading

Text begins as a new paragraph.

Flush Left, Bold Italic, Title Case Heading

Text begins as a new paragraph.

Indented, Bold, Title Case Heading, Ending with a Period.

Text begins on the same line and continues as a regular paragraph.

Indented, Bold Italic, Title Case Heading, Ending with a Period.

Text begins on the same line and continues as a regular paragraph

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