Quick guide to APA 7th edition

Before submitting an article to IJRVET, please check your in-text citations and your reference list. All in-text citations and your reference list have to be in APA style 7th edition (valid since 2020). This guide is an extract from the following, more detailed manual:


The most notable changes

The 7th edition replaces the 6th edition published in 2009. This video covers the 17 most notable changes in the APA 7th edition, such as citing sources and inclusive and bias-free language.

General rules

Correspondence between in-text citation and reference list: "Each work cited in the text must appear in the reference list, and each work in the reference list must be cited in the text" (American Psychological Association [APA], 2020, p. 257).

Number of authors to include in in-text citations: "For a work with one or two authors, include the author name(s) in every citation. For a work with three or more authors, include the name of only the first author plus ‘et al.’ in every citation, including the first citation" (APA, 2020, p. 266).

Right: (Billett, 2019) Wrong: (Billett 2019)
Right: (Ballantine & Hammack, 2012) Wrong: (Ballantine, & Hammack, 2012)
Right: (King et al., 2000) Wrong: (King, Tomz & Wittenberg, 2000)

Citing multiple works in in-text citations: "When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons" (APA, 2020, p. 263). Works by the same author(s) are separated by commas. If an author published several works in one year, this is indicated by a, b, c, etc. after the year of publication. Examples:

Right: (Ballantine & Hammack, 2012; Billett, 2019a, 2019b)
Wrong: (Billett, 2019a; Billett, 2019b; Ballantine & Hammack, 2012)

Note: "You are not obligated to abbreviate the name of a group author. . . . In the reference list, do not abbreviate the group author name" (APA, 2020, p. 268). "Use an ellipsis to indicate that you have omitted words within a quotation" (APA, 2020, p. 275).
Example for one author


Parenthetical citation:

"The categorisation of studies into the presented research lines and components of the 3-P model should not be seen as strictly exclusive either" (Tynjälä, 2013, p. 31).

Narrative citations:

Tynjälä (2013) states that "the categorisation of studies into the presented research lines and components of the 3-P model should not be seen as strictly exclusive either" (p. 31).

Based on a literature review, Tynjälä (2013) developed a comprehensive holistic model to understand and systematise the diversity in research focusing learning taking place at work.

Example for two authors


Parenthetical citation:

"More systematic syntheses are needed due to a substantial quantitative gap in the review research" (Gessler & Siemer, 2020, p. 116).

Narrative citation:

In their umbrella review, Gessler and Siemer (2020, p. 116) point to the gap of reviews and primarily reviews with a methodological basis in the field of vocational education and training research.

Note: "Although it is not required to provide a page or paragraph number in the citation for a paraphrase, you may include one in addition to the author and year" (APA, 2020, p. 269).
Example for three or more authors


Parenthetical citation:
"Vocational habitus involves developing not only a ‘sense’ of how to be, but also ‘sensibility’: requisite feelings and morals, and the capacity for emotional labour" (Colley et al., 2003, p. 471).

Narrative citation:
The concept of "vocational habitus" (Colley et al., 2003, p. 493) broadens the understanding of learning and emphasises the process of identity transformation.

Reference list – examples

**Book**


**Chapter in an edited book**

Evans, K. (2020). Comparative vocational education and training research: What purposes does it serve? In M. Pilz & J. Li (Eds.), *Comparative vocational education research* (pp. 3–19). Springer. https://doi.org/10.1007/978-3-658-29924-8_1


**Journal article**


Note: In IJVET the publisher’s name is abbreviated "(e.g., 'John Wiley & Sons' to 'Wiley') to save space in reference list entries" (APA, 2020, p. 296). "Do not include the publisher location in the reference" (APA, 2020, p. 295). "Include a DOI for all works that have a DOI, regardless of whether you used the online version or the print version" (APA, 2020, p. 299).
Mechanics of style

**Quotation marks:** Use double quotation marks (") for in-text citations of fewer than 40 words (APA, 2020, p. 158). For quotations within double quotation marks use single quotations “to set off material that was enclosed in double [or single] quotation marks in the original source” (APA, 2020, p. 277). Example:

"Researchers have long examined the 'transfer problem', uncovering a wealth of information regarding the transfer of learning" (Grossman & Salas, 2011, p. 103).

**Highlight a key term:** Use *italics* "to highlight a key term or phrase (e.g. around a term for which you are going to provide a definition)” (APA, 2020, p. 158). Use this option very rarely.

**Square brackets:** Use square brackets "to enclose material inserted in a quotation by someone other than the original author” (APA, 2020, p. 160). Example:

"You are not obligated to abbreviate the name of a group author [or company]” (APA, 2020, p. 268).

**Ellipsis:** Use an ellipsis "to indicate that you have omitted words within a quotation” (APA, 2020, p. 275). Do not use brackets around your ellipsis. Example

"You are not obligated to abbreviate the name of a group author. . . . In the reference list, do not abbreviate the group author name” (APA, 2020, p. 268).

**En dash:** "An en dash is longer and thinner than a hyphen but shorter than an em dash. Use an en dash between words of equal weight” (APA, 2020, p. 157). Examples:

pp. 10–12, 50%–60%

**In-text capitalization:** Capitalize "the first word after a colon if what follows the colon is a complete sentence" (APA, 2020, p. 165). Example:

The study shows: Further research is needed.

Capitalize also the following (APA, 2020, p. 165–168): e.g. nouns followed by numerals or letters (e.g. Figure 3, Appendix A, Footnote 4, Part 4; but: in the following figure etc.), names of racial and ethnic groups (e.g. Black woman), names of academic institutions (e.g. Departement of Vocational Education and Training), trade and brand names (but do not include the copyright or trademark symbol in an academic paper), job titles or positions (e.g. Professor Karen Evans), countries (e.g. Italy), nationalities (e.g. the German people).

**Capitalization in the reference list:** The capitalization within publication titles in the reference list are described in detail on the following pages.