



How to Format a Paper for Career Lead Publications

Quick Guide to APA 7th Edition¹

Before submitting a paper, please check your in-text citations and reference list. All in-text citations and your reference list must be in APA style, single-spaced, 7th edition (valid since 2020). For full details consult:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

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). Examples:

	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	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
First citation		
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

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:

Correct: (Ballantine & Hammack, 2012; Meier, 2019a, 2019b)

Wrong: (Meier, 2019a; Meier, 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

¹ This guide is based on a quick guide from IJRVET, the International Journal for Research in Vocational Education and Training, [here](#).



Reference list entry:

Tynjälä, P. (2013). Toward a 3-P model of workplace learning: A literature review. *Vocations and Learning*, 6(1), 11–36. <https://doi.org/10.1007/s12186-012-9091-z>

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 on learning taking place at work.

Example for two authors

Reference list entry:

Gessler, M., & Siemer, C. (2020). Umbrella review: Methodological review of reviews published in peer-reviewed journals with a substantial focus on vocational education and training research. *International Journal for Research in Vocational Education and Training*, 7(1), 91–125. <https://doi.org/10.13152/IJRVET.7.1.5>

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

Reference list entry:

Colley, H., James, D., Diment, K., & Tedder, M. (2003). Learning as becoming in vocational education and training: Class, gender and the role of vocational habitus. *Journal of Vocational Education & Training*, 55(4), 471–498. <https://doi.org/10.1080/13636820300200240>

Parenthetical citation: "Vocational habitus involves developing not only a 'sense' of how to be, but also 'sensitivity': 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 | McGrath, S., Mulder, M., Papier, J., & Suart, R. (Eds.). (2019). <i>Handbook of vocational education and training</i> . Springer. https://doi.org/10.1007/978-3-319-94532-3 |
| 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.), <i>Comparative vocational education research</i> (pp. 3–19). Springer. https://doi.org/10.1007/978-3-658-29924-8_1
Jørgensen, C. H. (2018). Vocational education and training in the Nordic countries: Different systems and common challenges. In C. H. Jørgensen, O. J. Olsen, & D. P. Thunqvist (Eds.), <i>Vocational education in Nordic countries</i> (pp. 1–28). Routledge. https://doi.org/10.4324/9781315414492-1 |
| Journal article | Grossman, R., & Salas, E. (2011). The transfer of training: What really matters. <i>International Journal of Training and Development</i> , 15(2), 103–120. https://doi.org/10.1111/j.1468-2419.2011.00373.x |



Note: Abbreviate publishers. "(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 the APA 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 capitalisation: 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.

Capitalise 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. Department 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).

Capitalisation in the reference list: The capitalisation within publication titles in the reference list are described in detail on the following pages.



Apps

It is highly recommended to use specific apps to work with in-text citations and the reference list.

Apps: www.zotero.org, www.mendeley.com, <https://endnote.com>, www.sonnysoftware.com/bookends-for-mac, www.citavi.com etc.

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.