

Information Literacy Blog

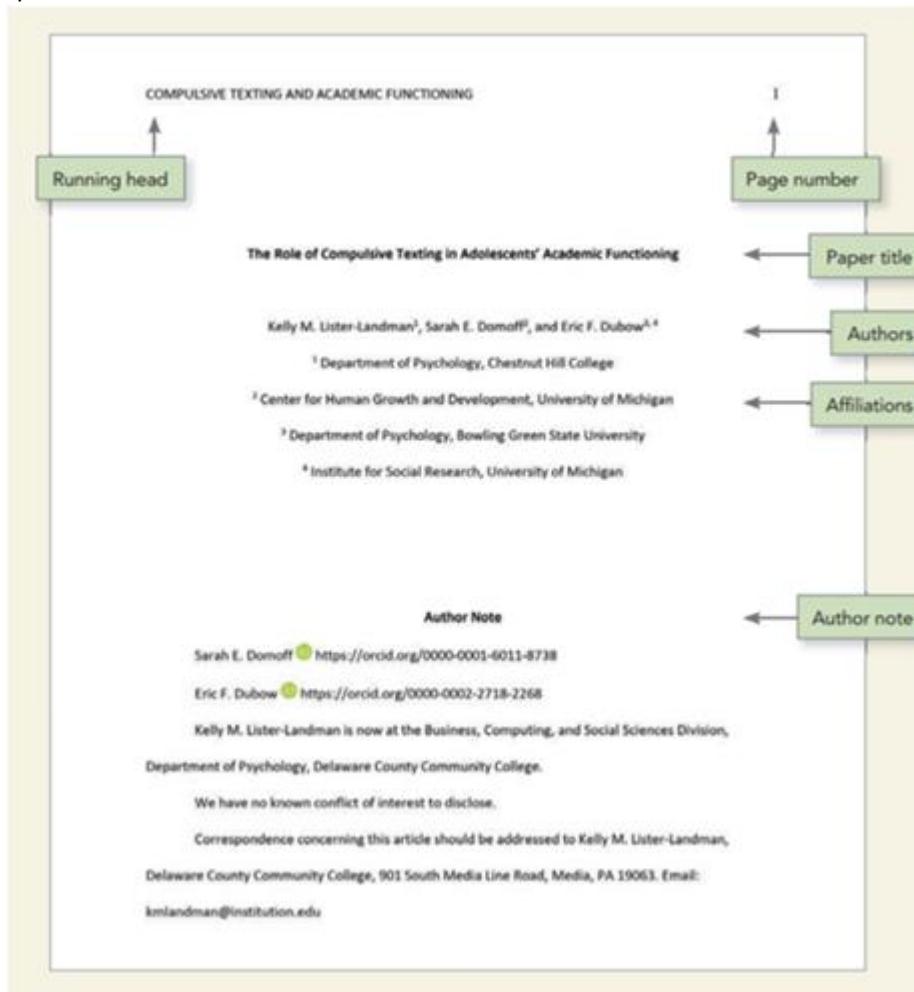
APA Format Part 2: professional papers

Due to the popularity and the abundance of questions related to the previous blog on the new APA Manual of Style, I thought I should cover formatting changes to professional papers. Graduate level students as well as faculty may find this information relevant to their needs.

APA has made several changes that should make formatting much easier. The following are some of the most notable changes:

- Title page changes
- Running head no longer says, “Running head”
- To doi or not to doi

The title page should be centered horizontally, beginning with the title, then followed by two double spaces.

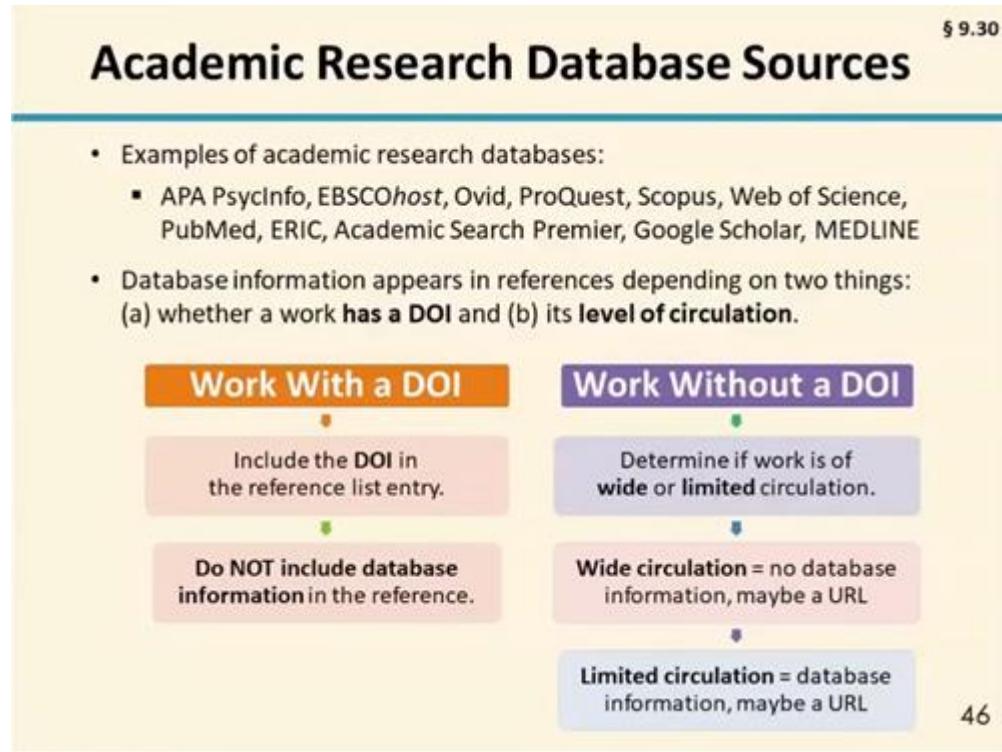


The running head should be a shortened version of the title in all caps and should appear exactly the same on every page of the paper. There is no reason to put the words “RUNNING HEAD,” because it is obviously a running head, saying so is as redundant as this compound sentence.

A tricky part of the new APA format is the **doi and database information**. Yes, even print books can have an associated doi or url. Do not put the words “accessed from” or “retrieved from” in the reference,

simply put the doi as a hyperlink at the end of the reference. If there is no doi, things can get complicated. The name of the database is only included in certain circumstances.

Here is a chart to help us understand the database requirement step. Some databases are proprietary, meaning the materials they own are only owned by them, these materials will not be found in other databases, these materials have limited circulation so the reader will need to know which database the material can be found in. If the material is in wide circulation and is in several databases, the database information does not need to be in the citation.



Academic Research Databases: No DOI, Wide Circulation

§ 9.30

- When a work of wide circulation from an academic research database does not have a DOI, **do NOT include database information** in the reference.
- Examples of widely available works:
 - journal articles (usually have DOIs)
 - magazine and newspaper articles
 - books and ebooks
 - edited book chapters
- For most academic research databases, do not provide database information.



This ebook is from Ovid and does not have a DOI, but "Ovid" does not appear in the reference because the work is widely available.

Evans, P., & Morris, M. A. (2011). *A clinical guide to autistic spectrum disorders*. Lippincott Williams & Wilkins.

48

Academic Research Databases: No DOI, Limited Circulation

§ 9.30

- Include the **database name** in the reference when a work is of **limited circulation** and **does not have a DOI**.
- Examples of databases that contain works of limited circulation:
 - ProQuest Dissertations & Theses Global
 - ERIC
 - UpToDate
 - Cochrane Database of Systematic Reviews
 - Digital course packets from a publisher's proprietary platform (e.g., REVEL, CONNECT, MINDTAP).
- Also include the **URL** of the work only if it will work for readers.
- If the URL will not work (because it is session specific or requires login), end the reference after the database name.



49

All materials from ERIC are not limited circulation!

Academic Research Databases: Limited Circulation (ERIC)

§ 9.30

- The ERIC database contains a mix of widely available works (e.g., journal articles) and limited circulation works (e.g., draft manuscripts, reports, monographs).
- For works of limited circulation, italicize the work's title and provide the **database name** without italics.
- Include the **URL** because it will work for readers.



Pelayo, J. M. G., III, & Mallari-Lugtu, S. D. (2019). *Preliminary findings on initial interviews of college students: An investigation on K12 graduates* (ED598989). ERIC.

<https://files.eric.ed.gov/fulltext/ED598989.pdf>

51

For more information on APA format, the information in this blog is obtained through the official APA website at apastyle.org under “style and grammar guidelines,” the new APA Style Manual, and a webinar given by a team of the authors of the new manual recorded on Youtube at [APA Team Webinar](#). The section of that video that discusses doi use starts around minute 43.