

Professional Papers in APA 7th Edition Style

Authors writing papers in the professional style of the APA 7th edition will find some variations from those papers written in a student style.

Professional papers will include:

- A **running head** with page number at the top of each page of the paper (APA, 2020, pp. 37-38, section 2.8). *Ex:* see running head and page numbers on this handout.
- All authors will be listed on the **title page** along with their affiliations. In the case of having more than one authors with the same affiliation, list all these authors' names, then follow with only one listing of the affiliation (APA, p. 30, section 2.3).
- **Author(s) note** on the title page written in paragraphs (APA, pp. 35-36, section 2.7).
- An **abstract** (APA, p. 38, section 2.9) with **keywords** (APA, p. 38-39, section 2.10).

For the above, see [Page header](#), [Title page](#), [Professional sample paper](#) all from [APA Style](#).

All APA papers may include items listed below; however it is likely that these may occur more often in professional papers.

- Extensive use of **Levels of Headings**, even within the introduction (APA, pp. 47-48, section 2.27).
- **Footnotes** within the body of the paper used to give additional information for copyright attribution (APA, p. 40, section 2.13) and a footnote page(s) following the reference(s) page (APA, p. 43, section 2.17).
- Use **table and figures with callouts** (APA, Chapter 7, pp. 195-233). A **callout** is the number assigned to each table and figure, and refers to these within the paper (APA, p. 197, section 7.5).
- **Multiple works citation** is when more than one author's work is cited parenthetically at the same time. List in the author citations in alphabetical order, and use semi-colons between each (APA, p.263, section 8.12).
 - *Ex.:* (Adams, 2017; Gerry, Samson, & Franks, 2019; Wallace et al., 2018)
- **See also citation** may be used in multiple works citation when one or more of the works is more important than the other works (APA, p. 263, section 8.12).
 - *Ex.:* (Lawrence & Meredith, 2019; see also Jewels, 2017; Dahlgren, Blomquist & Rodin, 2018)
- **Works by the same author with different years in Reference Entries.** When creating entries of more than one work by the same author follow a chronological ordering system beginning with any work without a date and ending with in-press publications (APA, p. 304, section 9.46).
 - *Ex.:* Rosenthal, n.d.; Rosenthal, 2016; Rosenthal, 2018; Rosenthal, in-press.
- **Works by the same author within the same year in Reference Entries.** When this occurs use a lower-case letter beginning with "a" placed after the year for the first occurrence followed by subsequent occurrences continuing with lower-case letters in alphabetical order followed by a comma and the month and date, if known (APA, p. 305, section 9.47).
 - *Ex.:* Black, Z. E., 2020a; Black, Z. E., 2020b, April 24; Black, Z. E., 2020c, December 28.

Additional Resources:

- From the *Publication Manual of the American Psychological Association*:
 - Required elements, p. 29
 - Sample Professional Title Page, p. 31
 - Level 2 headings within the Introduction, p. 47-48
 - Sample Professional Paper, pp. 50-60
 - Publication process, Chapter 12, pp. 370-395

- See *APA Academic Writer*, a primary source database provided by Tarleton's Library:

Tarleton subscribes to the [APA Academic Writer](#) database authored by the APA. This database, useful for answering APA-related questions, may be found in the library's list of Databases A-Z.

How to Set Up the Header and Page Numbers:

Set up the **header and page numbers** *before you begin writing* your paper.

For Word documents, follow these instructions when creating a **page numbers with the header** set within it:

1. In your paper, access the **Header/Page Number area** by double-clicking within the top 1" margin. A dotted line will appear to demarcate the header area from the body area.
2. Click on **Insert** tab.
3. Within the ribbon, locate the **Header & Footer** box, and click on **Page Number**.
4. From the dropdown menu, select **Top of Page**, then **Plain #3**. A number 1 should appear in the top right-hand corner.
5. Type your desired **Header** in all capital letters immediately to the left of this number.
6. Check that the **font of your Header and Page number** match the **font of your paper**. If necessary, change the header and page number font to match the body font.
7. Insert the mouse between the number 1 and the Header, then press the **Tab** button until the Header is flush-left.
8. Scroll down to page 2 of your document to check that the pagination is advancing correctly and that the header is still left-justified. Make adjustments, if necessary.
9. Finally, in the command ribbon, press the red "**X**" to **Close Header and Footer**. Save your document!
10. Your header and page numbers will now be formatted correctly for APA 7th edition.

For library help contact:

Email: reference@tarleton.edu

Or Call: Dick Smith Library (Stephenville) at (254)-968-9249

Rickett Library (Fort Worth) at (817)-717-3315