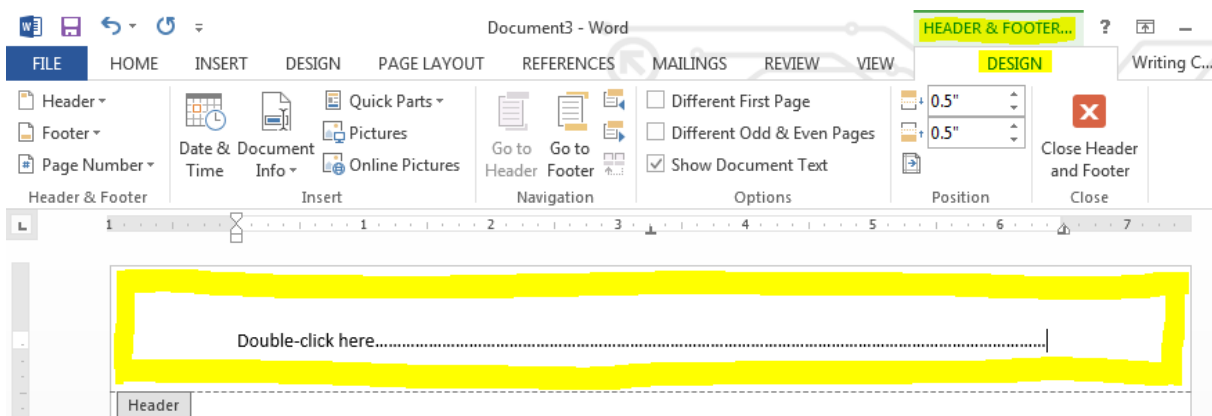




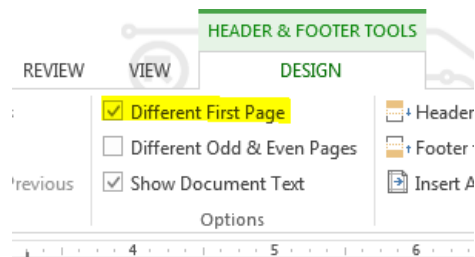
## APA Running Head Formatting Using Microsoft Word

Formatting the running head can be tricky. Follow these steps exactly to ensure less stress with formatting the document with the proper APA headers.

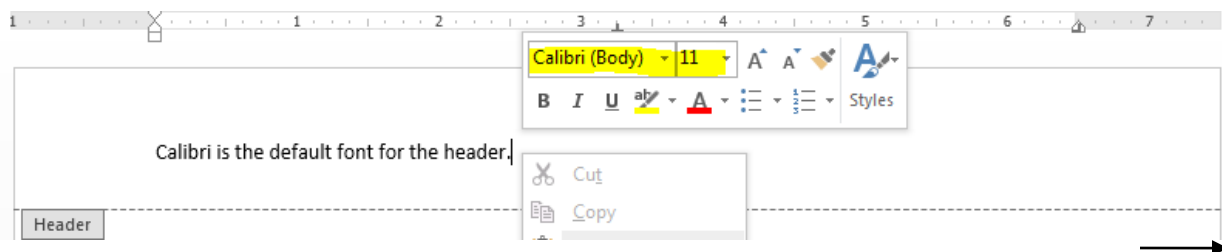
1. Double-click near the very top of the page to enter the header section of the paper. The Design tab should appear on the tool bar within "Header and Footer Tools" above the page.



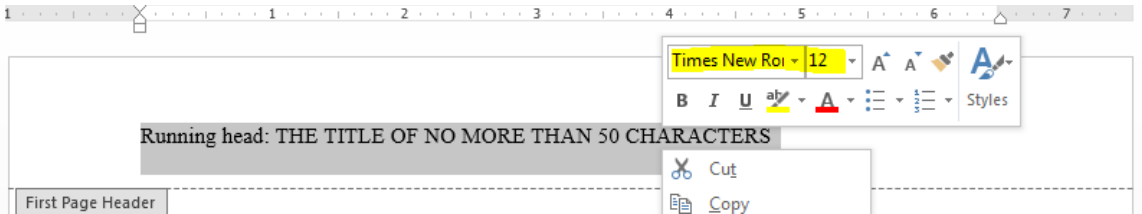
2. In the Design tab, ensure **Different First Page** is checked.



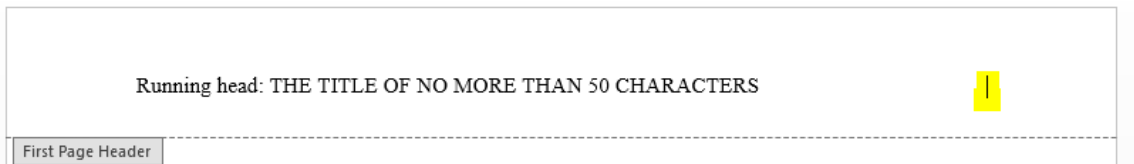
3. The default font for the header is Calibri. To change the font, right click in the header to see the mini toolbar, and the list of formatting options appear.



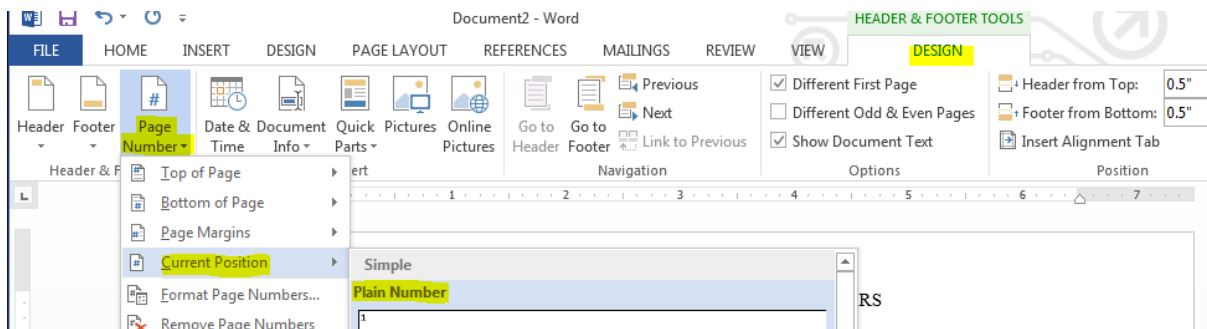
4. Select **Times New Roman** from the mini toolbar. (If Times New Roman isn't listed, type "Times New" and it should appear in the list.)
5. Select **12** point font from the mini toolbar.
6. Type "Running head:" and enter up to 50 characters of your title in all caps. Your upper left-hand corner of the header should appear similar to the image below.



7. Tab once or twice to bring the cursor to right-hand alignment in the header.

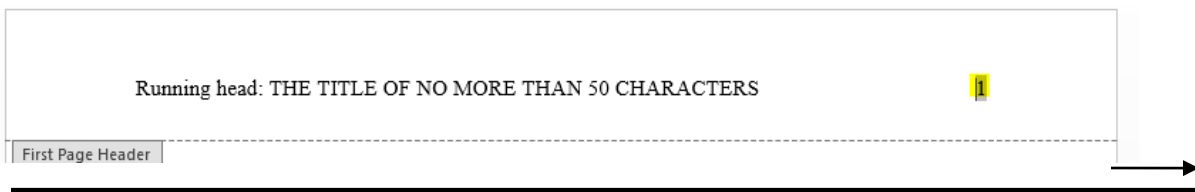


8. On the Design tab click **Page Number** to insert a page number into the header.

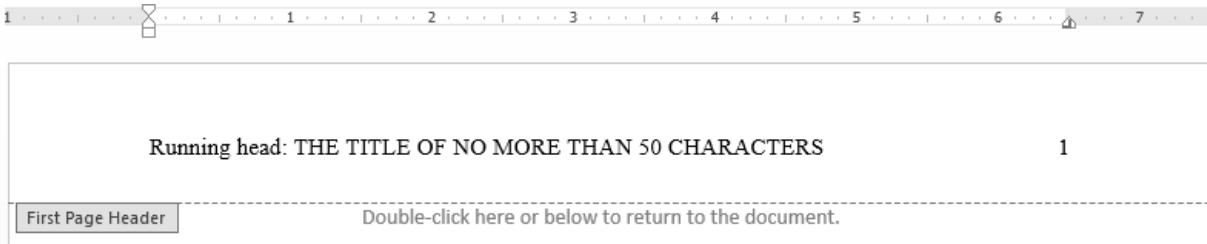


9. Hover over **Current Position** to see a drop down menu appear.

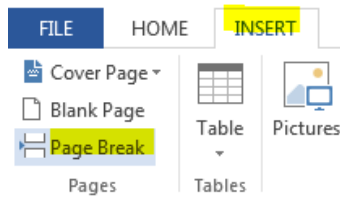
10. Click **Plain Number**. A plain page number should appear in the upper right corner.



11. Double-click in the middle of the page to exit the header. (Note: The font of the document is still Calibri. You may change the font at any point by going to the Home tab and changing Calibri, 11 point font to Times New Roman, 12 point font.)



12. APA only has the word “Running head:” on the first page. The rest of the pages will have a different header. Click the **Insert** tab to display the insert options for Microsoft Word.



13. Click **Page Break** so a new page will be inserted into your document. Notice that the header on page 2 is blank.

14. Repeat step 1 to enter the header of page 2.

15. Use steps 3-5 to change the font of the header on page 2.

16. Type in your title with less than 50 characters in all caps (**without** “Running head:”).

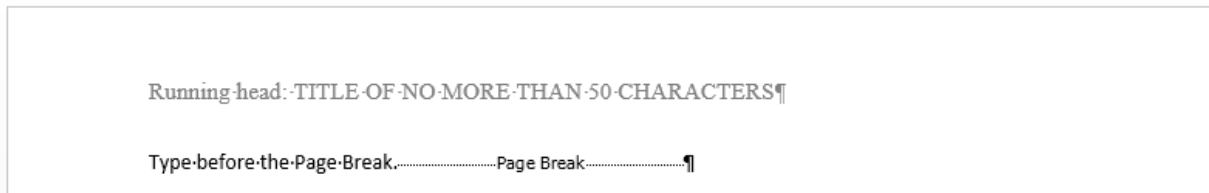


17. Insert the page number. Use steps 7-10 for guidance. Make sure the page number begins on page 2. Note: A page number should be on every page of the document.

Note: Page 1 of your document is the cover page of your essay. The actual body of the paper starts after the abstract page (if an abstract is used). Because of this, the cover page and abstract of most assignments do not count in the total page requirement; verify with the assignment sheet or your instructor whether the cover page counts towards the total page requirement.

**Troubleshooting:**

- Typed words appear on the next page:  
 If your words are not appearing on the same page, you may be typing after the Page Break. Click the Show/Hide Button ¶ on the Home Tab. The Page Break should appear as hyphens and “Page Break” (see below). Type before the Page Break and the words should stay on the page.



If other formatting issues appear, or you would like further assistance, please see a tutor. Word can be temperamental and has several methods for doing any task.