APA Style Running Headers in Microsoft Word
Instructions for Mac

Running heads are required in APA formatting. APA formatting does not include the author's name on each page, so the running head helps readers keep track of multiple pages of a paper. It is an abbreviated version of the paper's title that appears in the upper left-hand corner of each page in all uppercase letters.

1. From a new document, click on 'Document Elements' on the tool bar at the top of the document screen.

   Click on the 'Page #' icon.

   When the 'Page Numbers' box appears on the screen, use the drop-down menu to select 'Top of page' for the Position option and 'Right' for the Alignment option.

   Make sure the box next to 'Show number on first page' has a check mark in it. Click 'OK' to make the page number appear on your document.

2. Click near the ‘1’ on your document. The cursor will appear on the left side of the number. Type your running header (i.e., the abbreviated version of your title in uppercase letters) and hit the ‘Tab’ key twice to move the text to the left side of the page.
You've successfully made a proper APA header with the running head and page number. Now you need to ensure that the words “Running head” appear on the first page. That is, you need to tell Microsoft Word to make the first page different than the rest of the pages.

3. Click on 'Header and Footer' in the tool bar at the top of the document screen. Click on 'Different First Page' to put a check mark in the box. The page number and title will disappear.

4. Click on 'Page #' on the left of the tool bar at the top of the document screen. The ‘1’ will appear on the left side of the document.

Move your cursor to the left side of ‘1’ and type "Running head:" (no quotation marks) and your running head.

Hit the 'Tab' key twice to move the page number to the right side of the document.

5. Click on 'Close' under your text to close the 'Header and Footer' tool bar. (See the arrow above in Instruction #4.)

6. The running head and page number will appear at the top of all subsequent pages of your document.