

APA Style Running Headers in Microsoft Word

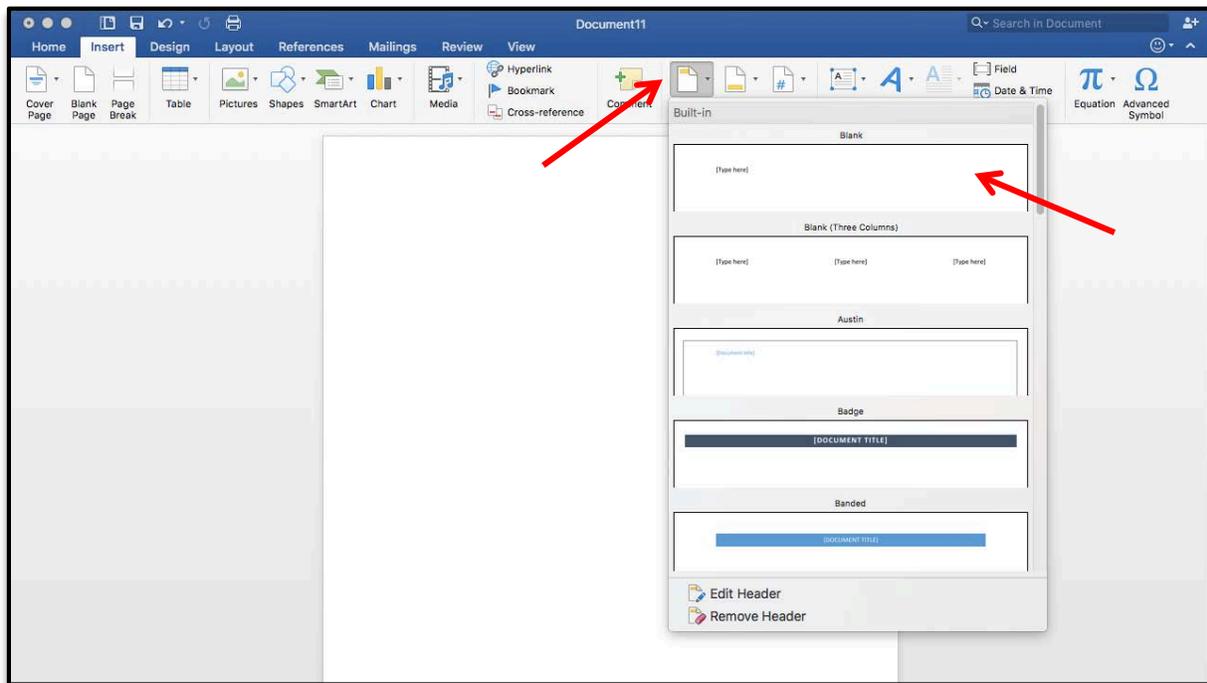
Instructions for Mac

*Microsoft Office for Mac version 15.15 (Year 2016)

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.

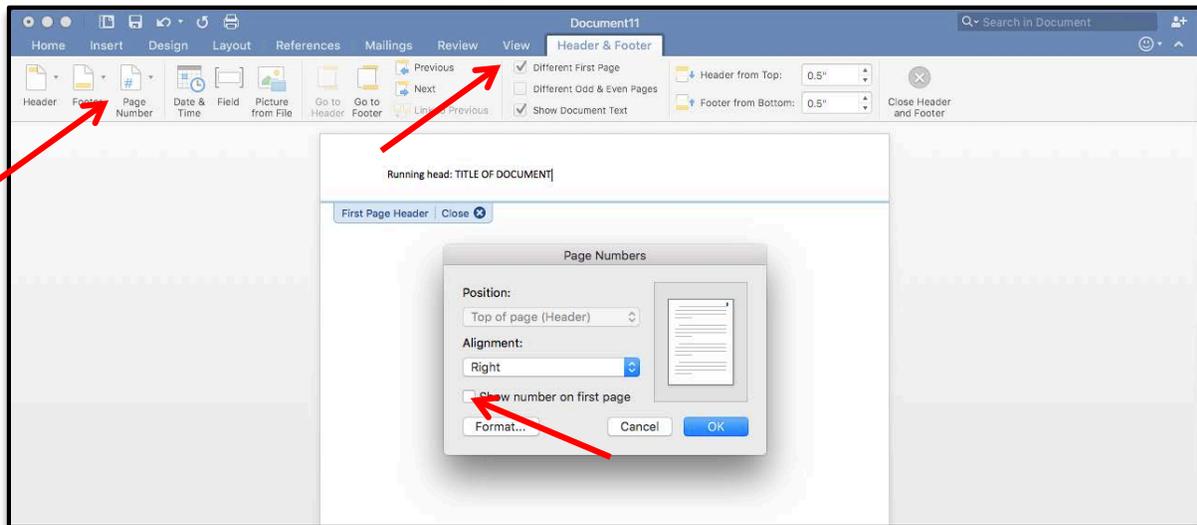
1. From a new document, click on 'Insert' from the toolbar at the top of the document screen.
2. Click on the 'Insert Header' icon.

When the 'Built-in Headers' drop-down menu appears on the screen, select the first option.

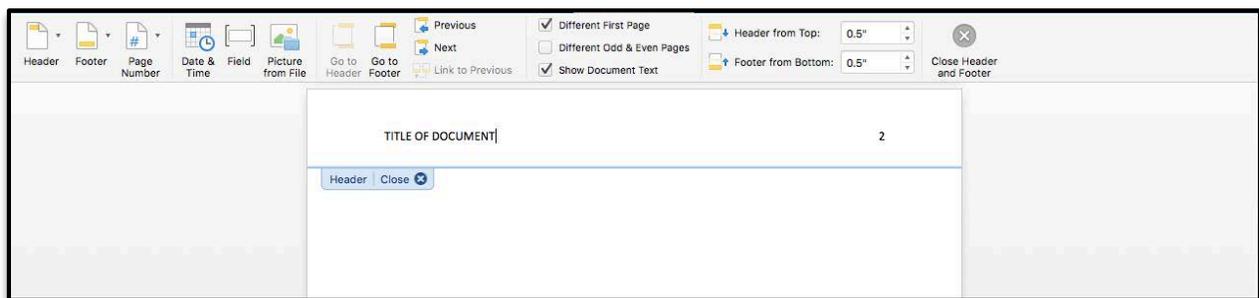


3. Check the toolbar at the top to find the 'Different First Page' option. Click to put a check mark in the box next to 'Different First Page.' (See the image below in #5).
4. Type your running header. On this first page, remember to include the words 'Running header:' before you enter your actual header in all capital letters. (See the image below in #5.)

- Click on the 'Page Number' icon from the toolbar at the top. When the dialog box appears, make sure the settings are 'Position: Top of Page,' 'Alignment: Right,' and no check mark in the box 'Show number on first page.' Click 'OK.'



- Click on 'Close Header and Footer' in the toolbar at the top or click anywhere on the body of your page to make the header functions disappear.
- Go to page 2 of your document by either scrolling down to another page or using 'Insert Page' or 'Page Break.'
- Click on the header space at the top of the second page. Type your header in all capital letters. Click 'Insert Page Number.' (The number will automatically start at '2.')
- Click 'Close Header and Footer' in the toolbar at the top or click anywhere on the body of your page to make the header functions disappear.



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

