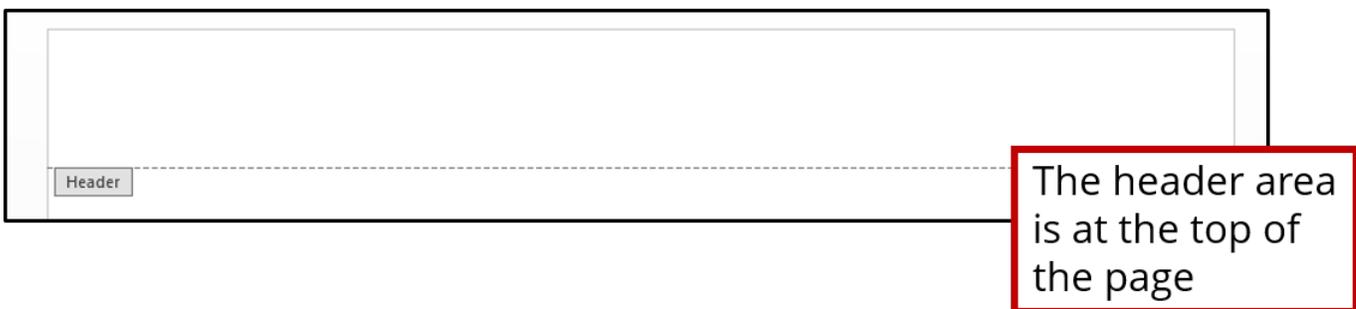


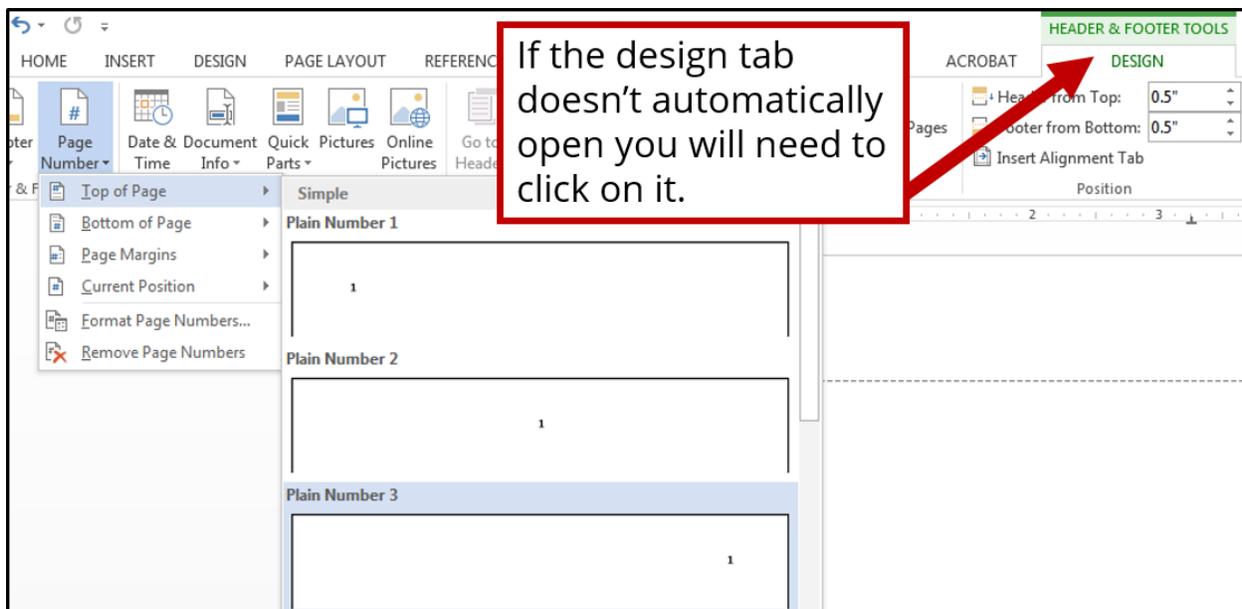
APA Style Running Headers in Microsoft Word Instructions for PCs

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. On your document, click on the **Insert** tab at the top of your screen and select **Header** > **Edit Header**. Alternatively you can double-click or right-click on the top of the page (in the header area).



2. Microsoft Word should automatically open a new tab called **Design**. Under this tab, click **Page Number** on the left side of the tool bar at the top of the screen. Click **Top of Page** > **Plain Number 3**.

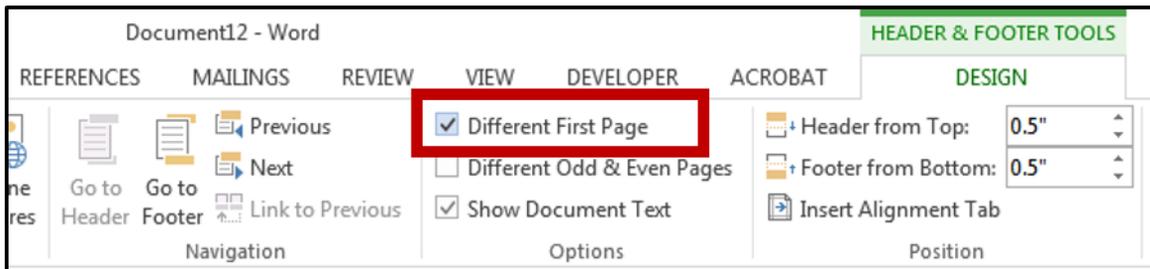


3. Make sure your cursor is to the left of the number and then type your header (i.e., the abbreviated version of your title in all uppercase letters).
4. Push the *Tab* key twice to move your header to the left margin of the page.

- ✓ If your document looks like the image below then 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.



- 5. In the tool bar, find the **Design** tab (which you can get to by following [step 1](#)) and check the box for **Different First Page**; your header on the first page should go blank.

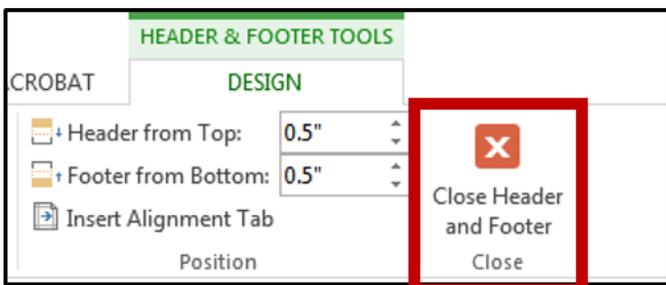


- 6. Complete steps 2-5 again, adding "Running head:" and your header (your abbreviated title) on the first page. When finished your first page header should look like this:



Make sure the words **Running head:** are only on the 1st page!

- 7. To type in the body of the page, double click in the center of the page or click on the red box in the upper right side of the tool bar, or press the *Escape* key.



Don't worry—when you insert page breaks or produce more pages of text, each new page will have the running head and page number.