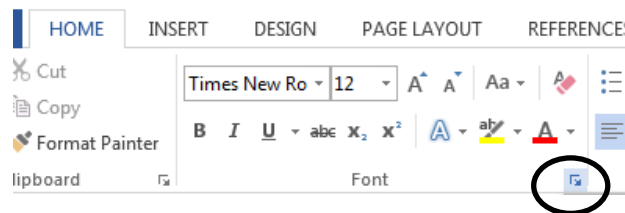


APA Formatting: RUNNING HEAD

A running head is a short title (50 characters or fewer, including spaces) that appears at the top of every page of your paper. It identifies the pages for the reader in case they are separated. The running head is typed in the HEADER, the 1 inch space at the top of every page above the regular text. This space also includes the page numbers. In APA formatting the running head on the first page includes the words “Running head”.

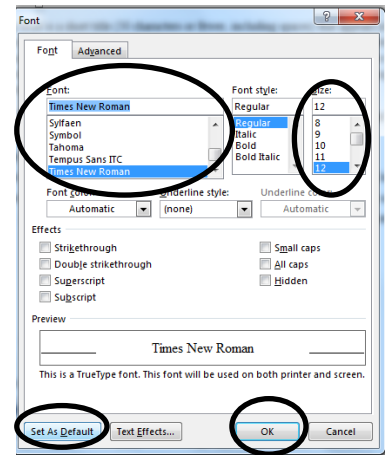
This STEP-BY-STEP guide will tell you how to change the default font style, insert page numbers & a running head according to current (6th edition) APA standards using Microsoft Word.

1. Open a blank document or the document in which you are typing your paper.
2. First, it is a good idea to set the default font style and size for the document. Unless your instructor says otherwise, the font style should be Times New Roman and the size 12 pt. Microsoft Word 2010 and 2013 set the default font style to Calibri and font size to 11, so you will have to change it.
 - a. To set the default font size and style, click on the small arrow in the bottom right-corner of the font group under the Home tab.



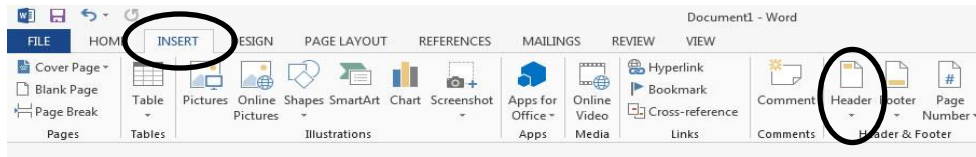
- b. Select **Times New Roman** as the Font and **12** as the size. To save you time and aggravation later, select “**Set As Default**”.
 - c. Another dialog box will appear asking if you want to change the default font for this document only or for all future documents. Click OK.

The font style and size will be set for the rest of your document.

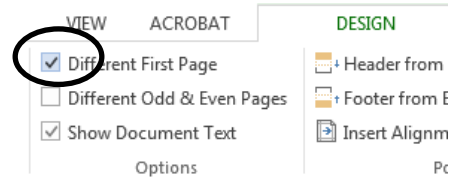


The next few pages will go over how to insert a correct APA running header.

3. At the top of your document window, select the **INSERT** tab.

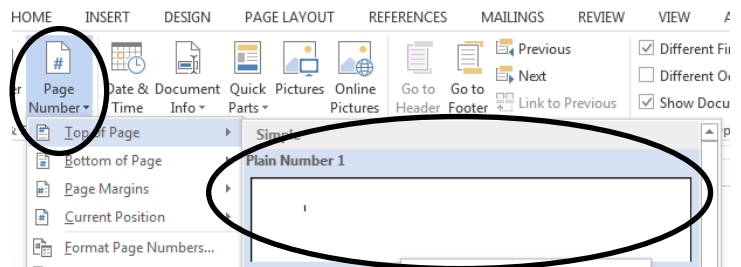


4. Select **HEADER** and the first Blank option
5. Select the box indicating **DIFFERENT FIRST PAGE**



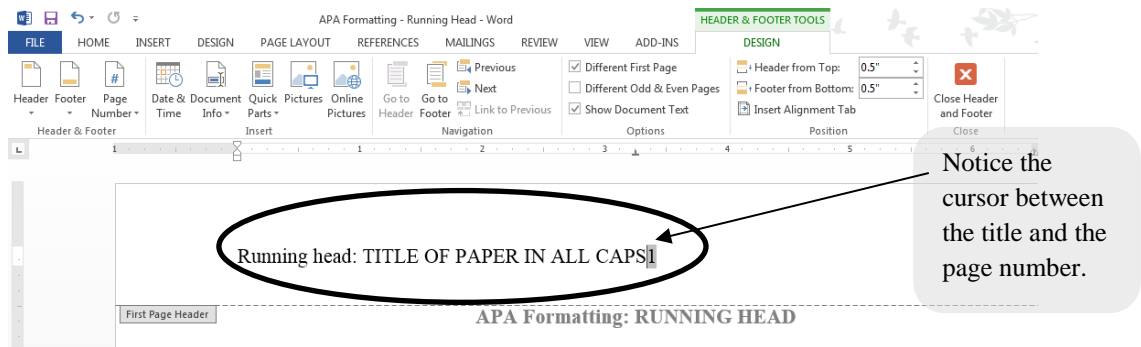
6. Select **PAGE NUMBER**. A drop down menu will appear.

7. Mouse over **TOP OF PAGE** and select **PLAIN NUMBER 1**.



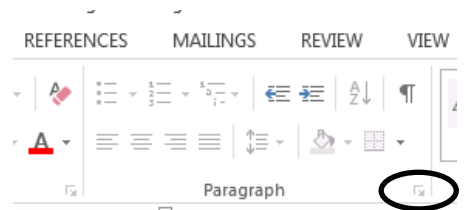
- a. A page number will appear in the left margin of the header.

8. MAKE SURE YOUR CURSOR is to the LEFT of the page number.
9. Type the words **Running head:** followed by a colon and the paper's **TITLE IN CAPITAL LETTERS**. Note: If your title is longer than 50 characters (including spaces) you will need to use a shortened version of the title.



10. AFTER you've typed your title, press the **TAB** key twice until the page number is aligned to the **RIGHT MARGIN**.
11. Select the **Close Header and Footer** button to exit the header.
12. Press **ENTER** until you are in the middle of the title page.

13. Select the small arrow in the corner of the Paragraph group under the Home tab.

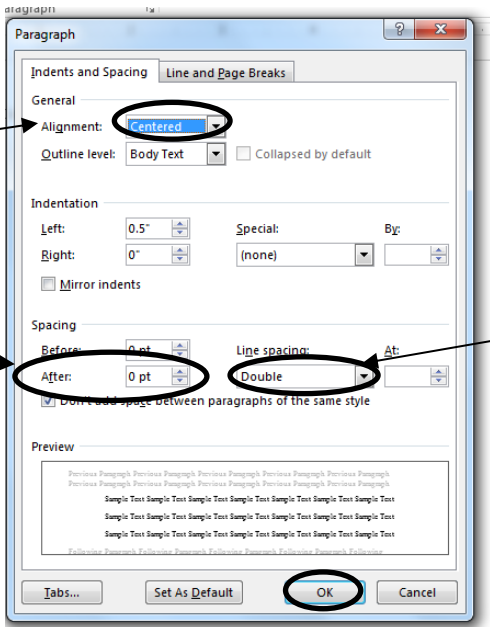


14. A dialog box will appear. (1) Change the Alignment to **Centered**. (2) Change the **Spacing After** to **0 pt**. (3) Change the line spacing to **Double**. Click **OK**

1. The title, your name, and MVCC will be centered on the title page.

2. The spacing after paragraphs should be 0 pt throughout the document.

3. Your paper should be double spaced.



15. Enter the paper's title [press Enter] your name [press Enter], and Mohawk Valley Community College.

16. Press Enter until you are on the next page.

17. On page 2, DOUBLE CLICK in the area of the HEADER. Your cursor will appear at the left.

18. Just like you did on the previous page, select **Page Number**, hover over **Top of Page**, and choose **Plan Number 1**.

19. TYPE the title of your paper as you did on page one in all caps. DO NOT include the words Running head.

20. Make sure your cursor is to the left of the page number. Press Tab twice so the page number is on the right side of the document but the title is still on the left. Exit out of the header.

Press Tab twice to move the page number to the right side of the page.

