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 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. At the top of your document window, select the INSERT tab.
3. Select PAGE NUMBER from the insert options. A drop down menu will appear.
4. Mouse over TOP OF PAGE and select PLAIN NUMBER 1.
   a. A page number will appear in the left margin of the header.
   b. The HEADER & FOOTER TOOLS will open.
5. UNDER HEADER & FOOTER TOOLS, select the box indicating DIFFERENT FIRST PAGE.
   a. A page number will appear here.
6. MAKE SURE YOUR CURSOR is to the LEFT of the page number.

7. 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.

8. AFTER you’ve typed your title, press the TAB key until the page number is aligned to the RIGHT MARGIN.

9. SCROLL to page two or press ENTER until a second page is created.

10. DOUBLE CLICK in the area of the HEADER (see above). Your cursor will appear at the left of the page number 2.

11. TYPE the title of your paper as you did on page one. DO NOT include the words Running head.

12. Once you have typed your title, press TAB until the title is aligned to the left margin. It should look similar to the header on this page.