How to Create a Running Head

MS Word 2010, APA 6th edition style

APA format specifies that papers should contain a title page and running head. Please check with your class syllabus or instructor to see if this is required for your class. To create a running head:

1. From the tool bar, select Insert > Page Number > Top of Page > Plain Number 3

2. Select Different First Page from the Design toolbar.

3. Type “Running head:” Following the colon, insert a shortened title of your paper in all CAPS that does not exceed 50 characters. Hit the Tab key twice to align this with the left side and then type 1 for page number, which will appear in the right margin of the header.

4. On the SECOND page, just type the title in CAPS (do not use the words “Running head” in front) and hit the Tab key twice to align the title on the left side. All subsequent pages will use this format and the page numbering will continue throughout the paper.