# APA: Creating a Running Head in Microsoft Word

One of the requirements of the APA citation style is that each page must have a *running head*. This is an abbreviated version of the title of your paper that appears in the header along with the page number. Sometimes it can be confusing to create a running head in Microsoft Word, so this handout is meant to guide you.

Note This handout is designed using Microsoft Word 2010. Other versions of Microsoft Word may require different or additional steps.
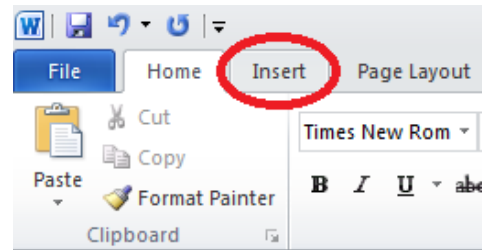
Page 1 of your paper should be the title page.
1. Select the header of page one by double clicking in the space above the cursor.
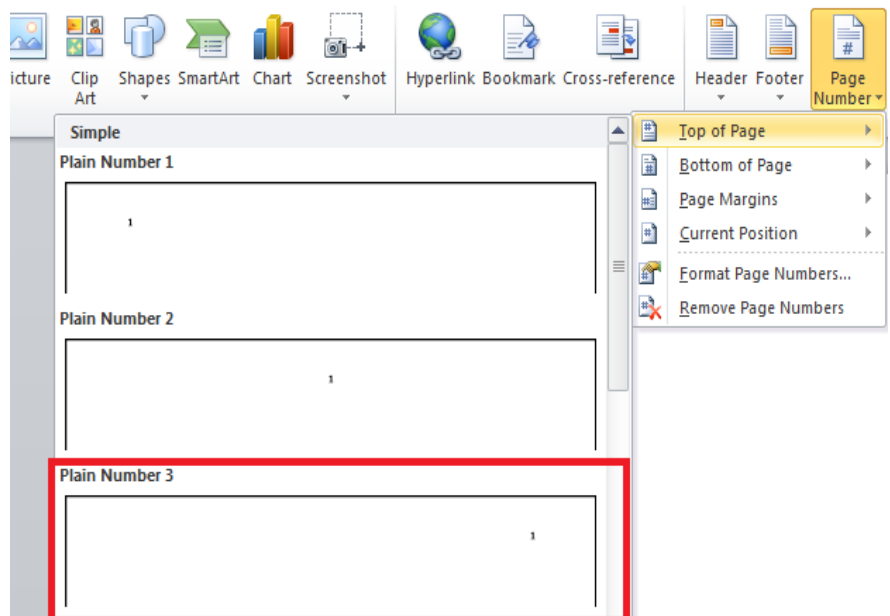
Double Click Here
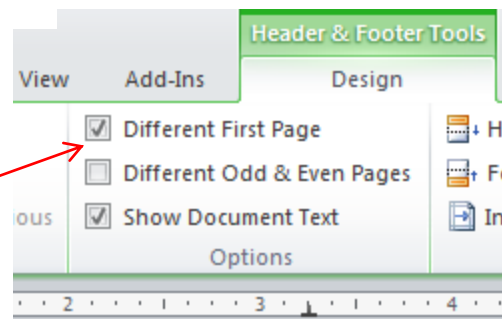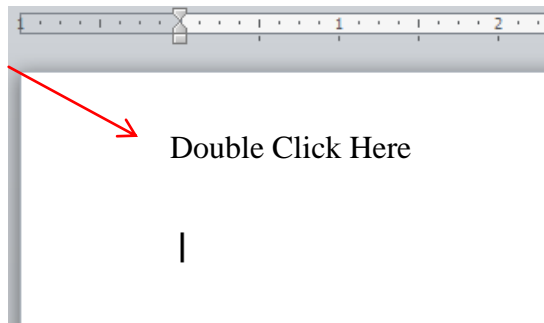
2. In the **Header and Footer** Toolbar, select the option **Different First Page.**

3. Click on the **Insert** tab at the top of the screen.

4. Click on **Page Number**.
   a. Hover over **Top of Page.**
   b. Select **Plain Number 3** from the drop down menu.

5. Type the following:
    a. Running head: SHORTENED TITLE OF YOUR PAPER.
        i. The words "running head" must appear on the first page.
6. The required font for a paper in APA is Times New Roman, 12 pt. You must change the font in the header to meet this requirement.
    a. Select all of the text in the header.
    b. Right click on the selection to edit the font.
    c. Select **Times New Roman** from the font drop down menu.
    d. Select **12** from the size drop down menu.

7. Click the space between your running head and the page number. Hit the Tab key until the running head aligns with the left side of your paper. Longer headers may only require one Tab.
    a. When you have done this, your first page should look like this:

Running head: SHORTENED TITLE OF YOUR PAPER   1

First Page Header
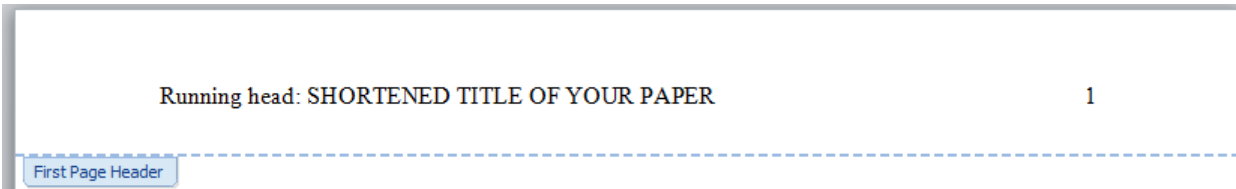
You have now finished the header for your title page!

8. On page two repeat steps 3-7, with one exception.
    a. On Step 5 do not include the words "Running head."

If you have followed the steps correctly page two should look like this:

SHORTENED TITLE OF YOUR PAPER   2
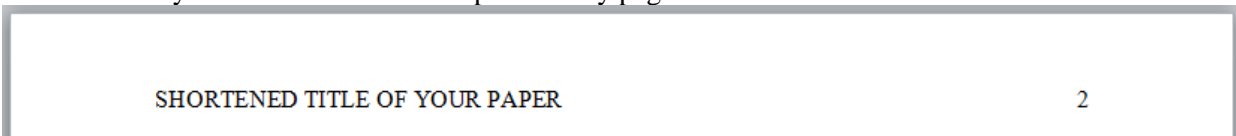
After that, every page should be automatically formatted for you!

You're Done!