Creating a Running Head & Page Numbers in Microsoft Word 2007 & 2010 (APA 6th ed)

1. On the first page (title page) of your paper, go to the Insert tab; click Heading; select Blank.
2. Under the Design tab, click the box Select Different First Page. Leave Header from top at 0.5”
3. Type Running head: TITLE [Note: you are typing the words “Running head” followed by a colon, and then your TITLE in all uppercase letters, up to 50 characters including the spaces]
4. Tab over to the right margin; click Page Number; Current Position; select Plain Number
5. On the second page of your paper, double click in the header area. Type your TITLE in uppercase letters (or copy and paste your title from the first page. Do not include the words Running head)
6. Tab over to the right margin; click Page Number; Current Position; select Plain Number
7. Be sure to format your header in Times New Roman and font size 12

* Note: In Word 2010 you can also deselect Link to Previous on the second page of your paper, then delete Running head:

Running head: FUN WITH APA

Having Fun with APA Style

Short title [all caps] on page 2 and all subsequent pages

Title Page [Full Title]

FUN WITH APA