HOW TO: APA Style Headers for Word 2013 and 2016

STEP 1
- Start at the title page of your paper.
- Double click anywhere in the blank area at the top of the page to open the header area.
- Click the “Different First Page” option from the menu.

STEP 2
Click on the “Page Number” button, choose “Top of Page,” and then choose “Plain Number 1.”

STEP 3
Type text “Running head:” and the title of your paper. The essay title should be in ALL CAPS. Do not capitalize “head.” The page number should be on the right margin. To bump the number over to the right, press the Tab key twice.

STEP 4
Scroll to the next page to edit the header of page 2. Insert the page number using the exact same process in steps 2 and 3. Only the first page requires the words “Running head.” For pages 2 and onward, only the title of your essay in ALL CAPS will appear.