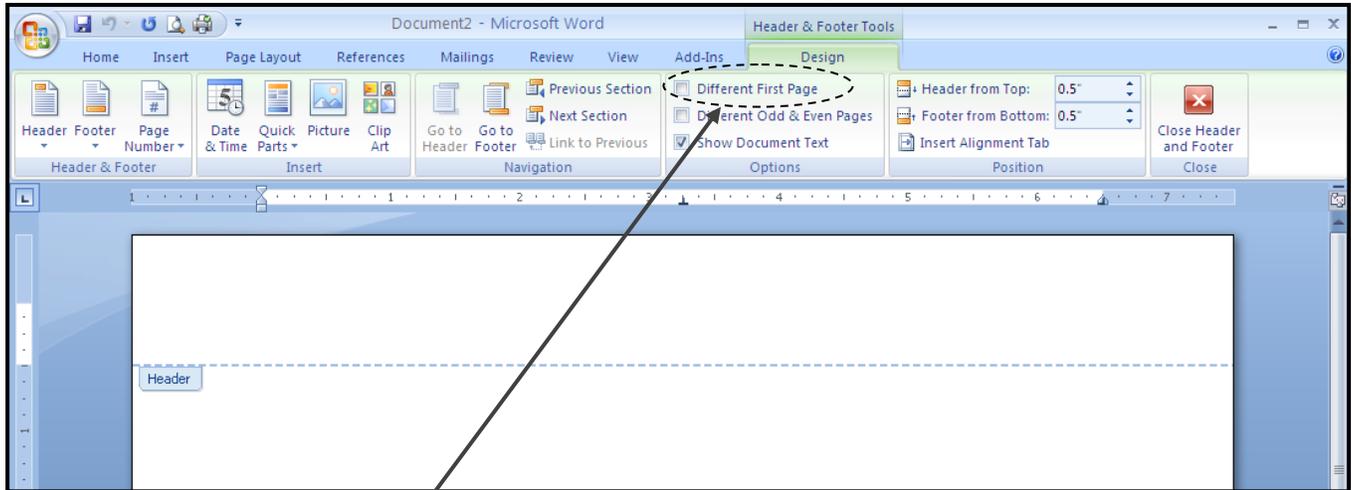


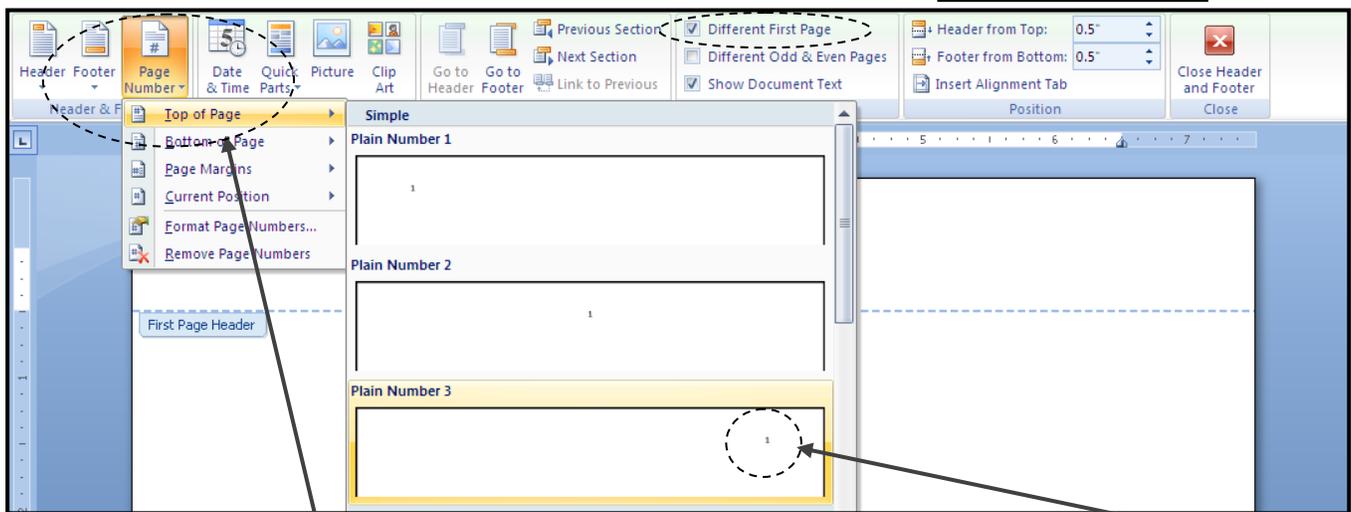
APA 6th Ed. RUNNING HEAD/PAGINATION IN WORD 2007 & 2013

Creating a Running head for an APA paper is a very easy thing to do. First, begin on the first page.

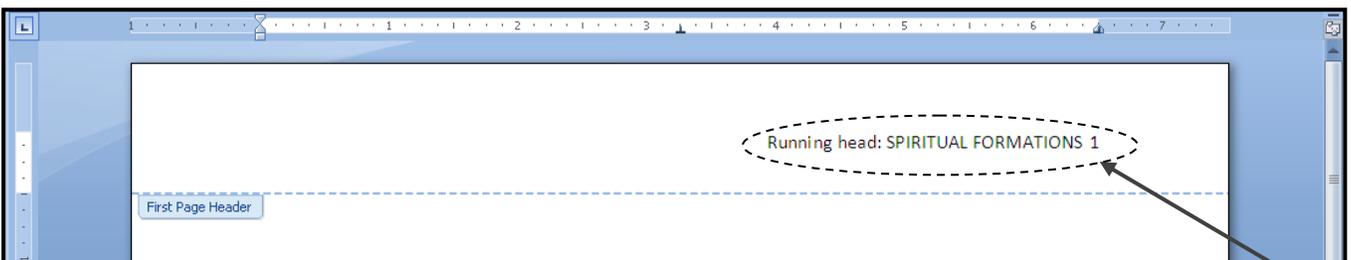
Step 1: Double-click in the top 1” inch of the page to enter the header and open the menu.



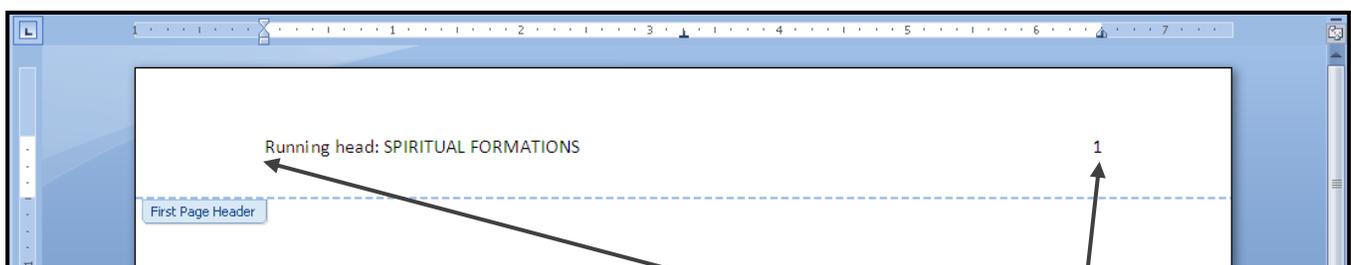
Step 2: Put a check mark in “Different First Page” in the “Options” section under the **Header & Footer Tools** “Design” tab.



Step 3: Using the “Page Number” feature in the “Header & Footer” section, insert page numbers at the top right of the page.



Step 4: Your cursor should be in front of the page number 1. Type “Running head: SHORTENED TITLE OF PAPER” here.*

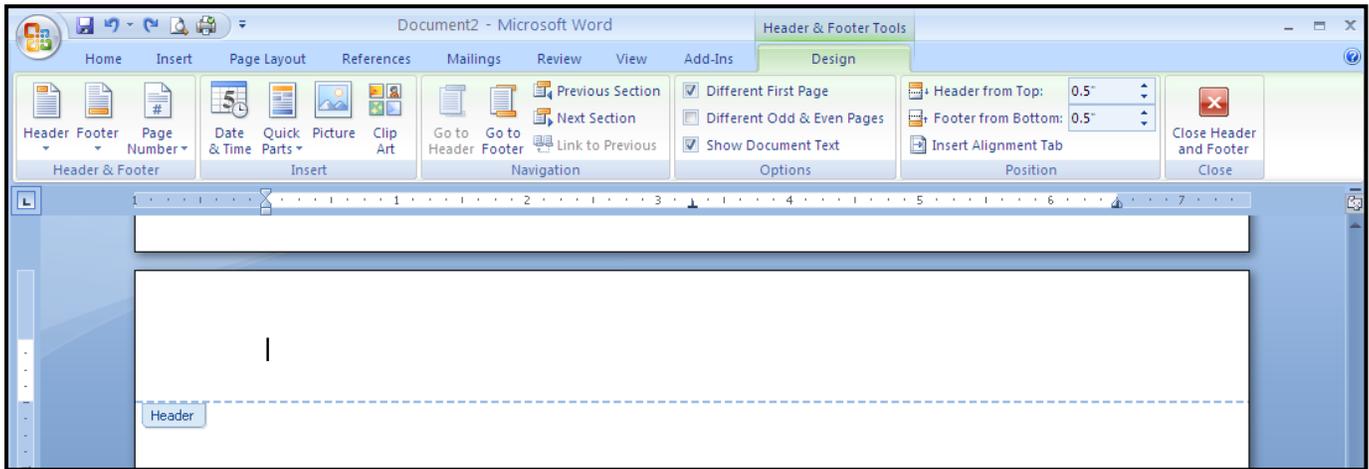


Step 5: Hit the “Tab” key once or twice until the Running head is **flush left** and the page number is **flush right**.

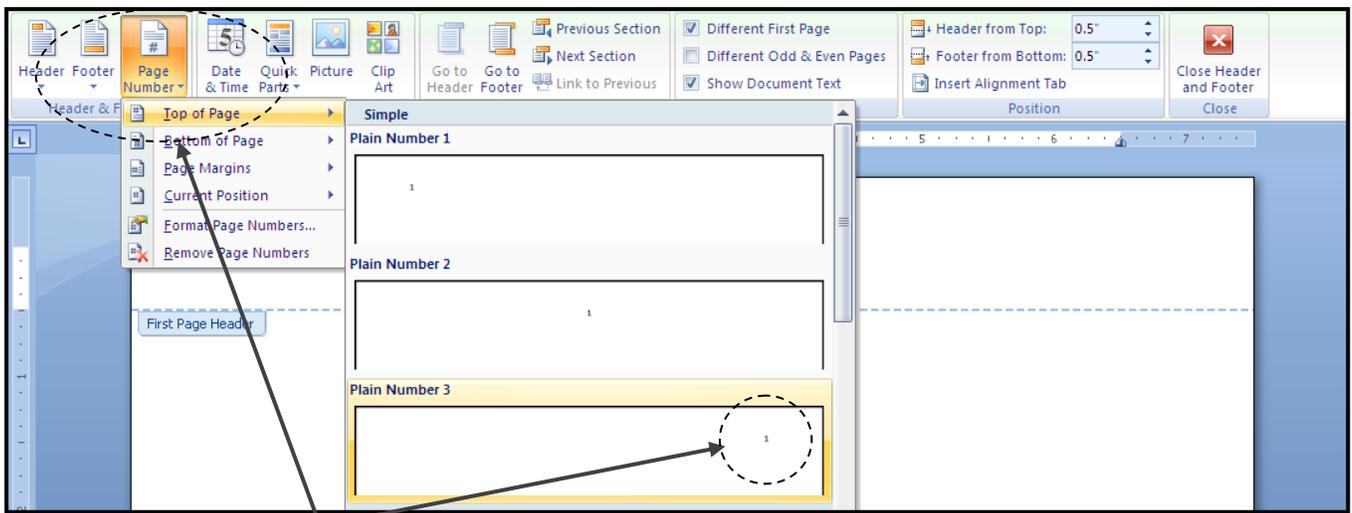
This completes your title page. For the rest of the paper, you will just make a few minor changes.

*Depending upon the settings in Word, you may need to adjust the font to be 12pt Times New Roman.

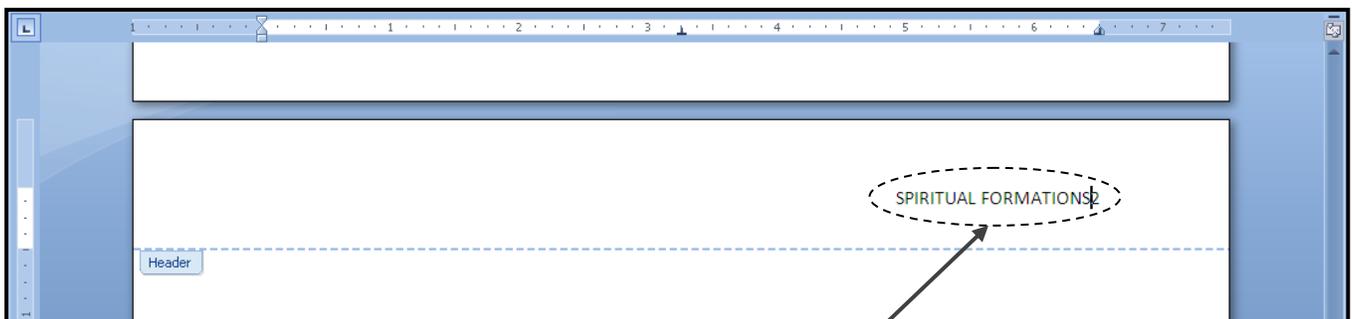
The header you enter on page 2 will become the header for the entire remainder of your paper.



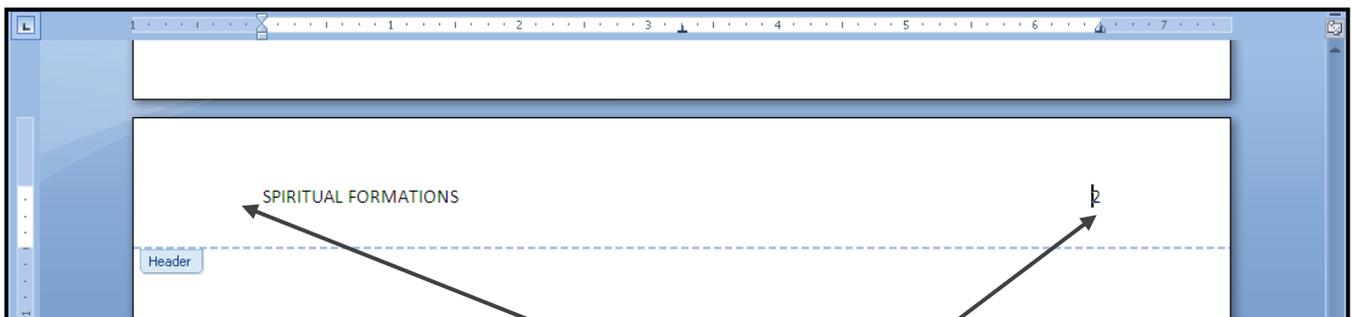
Step 6: Go to the Header field of the second page of your Word document. Double-click to enter the field if necessary.



Step 7: Again, insert page numbers top right using the “Page Number” feature in the “Header & Footer” section of the menu.



Step 8: Type the short title of your paper **WITHOUT “Running head:”** before page number 2.* This will copy to all pages.



Step 9: Hit the “Tab” key until the header is **flush left** and the page numbers are **flush right**. Close the header. **You’re done!**

*Depending upon the settings in Word, you may need to adjust the font to be 12pt Times New Roman.