APA Style Page Header

1. With the cursor on the title page, select **Insert** tab.

2. Select **Header**, then select **Blank (Three Columns)**.

3. Select the first **[Type here]** column and type the title of the paper in CAPS.

4. Select the middle **[Type here]** column and press <Delete>.

5. Select the last **[Type here]** column and select **Page Number**. Next select **Current Position**, then **Plain Number**.
6. The final step requires changing only the first page to include the phrase “Running head:” before the title. Under the Design tab, select the Different First Page check box. The page header will disappear. Repeat steps 2 to 5 and include the words “Running head:” before typing the title in CAPS.

7. The text in the header needs to be in Times New Roman, 12pt font. Select the text and page number in the header of the title page and change the font to Times New Roman, 12pt. Repeat this step for the header on the second page of your document.

First page of paper:

Running head: YOUR PAPER TITLE

Second page of paper:

YOUR PAPER TITLE