

INSERTING HEADER FOR APA PAPER

Directions for inserting a running head in APA (6th edition), using Microsoft Word:

1. Go to the **second page** of the document first.
2. On the menu at the top of the screen, click on **Insert**.
3. Click on page number (you are **not** inserting a header; you are inserting *a page number* with the header in it).
 - Select left, top of page.
 - The number 2 will appear on your second page.
 - Tab to the left margin.
 - Type in the words to the running head in all caps, for example, MY FIRST DAY OF COLLEGE, and then tab the number over to the right margin (there will be more than one way to do this, but it should look like the sample paper). The top of page should look like this:

MY FIRST DAY OF COLLEGE	2
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4. Under the word “design” at the top of the screen, check the box that says “different first page.”
5. Close Header and Footer on the right of the menu bar at the top.
6. Now you have a header that looks like this one on every page *except* the first one:

MY FIRST DAY OF COLLEGE

Each page will also now be numbered and will have a header, except for the first one.

7. Now scroll up to the first page. There will be nothing there.
8. Again, click **Insert** and **page number**, making sure your cursor is in the box for the header on the first page.
9. Tab to the left side and type in Running head: MY FIRST DAY OF COLLEGE (your header plus the words “Running head”).
10. Close Header and Footer on the right of the menu bar at the top. (Again, there will be more than one way to do this, but it should look like the sample paper).

Your first page will now say:

Running head: MY FIRST DAY OF COLLEGE	1
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Your subsequent pages will say:

MY FIRST DAY OF COLLEGE	2
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MY FIRST DAY OF COLLEGE	3
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Etc...