APA requires ‘Running head:’ as part of the header on the first page only

➢ Create page 1 Header

Double click near the top of the 1st page of your document, the Header area will appear

Select Different First Page

In the header area type: Running head: YOUR ABBREVIATED TITLE

Press the Tab key to move the cursor to the right hand side of the page
How to set up a running head APA style in MS Word

Create page 2 Header

- Go to the 2nd page of your document
- In the header area type: YOUR ABBREVIATED TITLE
- Press the Tab key to move the cursor to the right hand side of the page
- Click on Page Number   Click on Current Position   Click on Plain Number
- Page 2 header should now look like this
  (this header will ‘cascade’ down to all other pages in the document)

➢ To get back to document text
  Click anywhere in the body of your document or press Esc key to get out of the header