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

➢ Create page 1 Header

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

2. Select Different First Page

3. In the Header area type: Running head: YOUR ABBREVIATED TITLE
(YOUR ABBREVIATED TITLE MUST BE IN CAPS)

4. 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

- Click on Page Number
- Click on Current Position
- Click on Plain Number

Page 1 Header should now look like this

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 the Esc key to get out of the header