Creating a Running Head in APA Format Style

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Creating a Running Head in APA Format Style – 6th Edition

1. Open Microsoft Word
2. Click on “insert”
3. Click on “header”
4. Click on “edit header” at the bottom
5. Select “different first page” under “Design”
6. Click on “page number”
7. Click on “top of page – plain number 3”
8. Type just to the left of the number and space or tab until the Running head is at the left margin. This is recommended so that the page number 1 does not disappear. Running head: The Running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages. The phrase “Running head” appears on the title page (page 1) but is dropped on subsequent pages.
9. Copy the Running head title “RUNNING HEAD IN APA FORMAT STYLE”
10. Close “header footer”
11. Create a page 2 for your document by hitting the enter bar
12. Click “insert”
13. Click “header”
14. Click “edit header”
15. Click on “page number”
16. Click on “top of page – plain number 3”
17. Paste the Running head title just to the left of the page number
18. Space bar or tab until the running head title is at the left margin and the page number is at the right margin
19. Close “header footer”