LIBRARY INFORMATION COMMON

How to Insert a Running Head
MS WORD 2010, IN ACCORDANCE WITH APA FORMAT

1) In the tool bar – select Insert > Page Number > Top of Page > Plain Number 3.

2) Select Different First Page from the Design toolbar.

3) Type “Running head” with a title that is no more than 50 characters long and which is written all in CAPS. Hit Tab twice to align it, then type 1 for page number.

4) On your SECOND page, type just your title in CAPS (do not use the words “Running head” in front) and hit Tab twice to align it. All subsequent pages will use this format and the page numbering will continue throughout your document.