An abbreviated title (shortened from the title of the paper), known as the running head, is placed flush left in the header on every page of the document. However, the term “Running head:” appears on the title page only, with the abbreviated title following it in upper case letters. The abbreviated title stands alone in the header on all subsequent pages. Listed below are the steps to follow in order to format the running head, as well as page numbers, in Microsoft Word 2007.


Select Page Layout tab
Select Page Setup
Select Layout
Under Header and Footer, check Different first page
Go to Insert
Go to Page Number
Choose third example
Return to Home tab, and choose Left orientation
Type Running head and abbreviated title
Tab page number to the right

Enter down to second page
Double click to header
Insert page number
Choose third example
Return to Home tab, and choose Left orientation
Type just the abbreviated title
Tab page number to the right

Then all subsequent pages will follow second page