

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.

The formatting guidelines described in this document are derived from the 6th edition of the *Publication Manual of the American Psychological Association* (2009).

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