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APA Running head for Word 2010

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 2010.

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

TITLE PAGE:

Double click on the top of the page to enter the Header.

Check the Different First Page box (near the center of the Toolbar).

On the left, in the Header and Footer section, click on Page Number.

Select Top of Page from the drop down menu; then choose the third option (Plain Number 3).

In the header, click directly in front of the page number, then hit the backspace key until your cursor (and the number) are on the left side of the screen (this should take two keystrokes).

Type Running head: <ABBREVIATED TITLE>.

Remember, you must also have page numbers in the upper right corner of your document. To format the page numbers, make sure your cursor is in front of the page number, and hit the tab key until it moves back to the right side of the page

*Note: Even if you have set a different font style for your document, the Header will still show up in Microsoft's default font of Calibri 11. After you have finished typing your Running head and have inserted the page number, highlight the contents of your header. A right click on your mouse will display the Header font toolbox. Choose the correct font and font size so your headers match the rest of the document.

Second Page:

Double click the top of page to enter the Header.

On the left, in the Header and Footer section, click on Page Number.

Select Top of Page from the drop down menu; then choose the third option (Plain Number 3)

In the header, click directly in front of the page number, then hit the backspace key until your cursor (and the number) are on the left side of the screen. Type your abbreviated title in upper case letters.

Make sure your cursor is in front of the page number, and hit the tab key until the number moves back to the right side of the page

Follow the instructions for resetting the header font to match the rest of the document

Last revised: 4/04/2011