

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 for Mac 2008.

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:

- Open your header by double-clicking the top of your Word document. (You’ll know it’s the header because your cursor will look like a piece of paper.)
- With your header open, go to View and choose Formatting Palette.
- The Formatting Palette menu will open up. Under Header and Footer, check the box labeled “Different First Page.” Then close the Formatting Palette menu.
- Go to Insert and choose Page Numbers.
- The Page Numbers menu will open up. Under Alignment, select Right. Click OK.
- The number 1 will appear on the right side of your header. With your cursor on the left side, type Running head: <ABBREVIATED TITLE>.
- Close the header by clicking Close or double-clicking in the middle of your document.

## SECOND PAGE:

- Scroll down to your second page. If you don't have a second page yet, you can start one by inserting a page break (Insert > Break > Page Break), or by just hitting the Enter key until you're on page 2.
- Double-click the top of page 2 to open your header.
- Go to Insert and choose Page Numbers.
- The Page Numbers menu will open up. Under Alignment, select Right. Click OK.
- The number 2 will appear on the right side of your header. With your cursor on the left side, type your abbreviated title in all caps. (Remember, on all pages besides the first, you only include your abbreviated title, not the words "Running head.")
- Close the header by clicking Close or double-clicking in the middle of your document. (Now, each page that you add will only have the abbreviated title at the top left.)