

APA Running head for Word for Mac 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 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, click on the purple “Header and Footer” tab in the toolbar.
- Under the “Header and Footer” tab, check the “Different First Page” box.
- Click “Page #” then move your cursor before the 1 and type Running head: <ABBREVIATED TITLE>.
- Hit the Tab button twice on your MacBook to move the 1 to the far right side of the page. Close out the Header by clicking on the X or anywhere on the page.
- On the following page, double-click once again to access the Header and click on the purple “Header and Footer” tab again.
- Click “Page #” then move your cursor before the 2 and type <ABBREVIATED TITLE>.
- Hit the Tab button twice on your MacBook to move the 2 to the far right

side of the page. Close out the Header by clicking on the X or anywhere on the page.

- All subsequent pages will be formatted with the <ABBREVIATED TITLE> and page number.

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