APA Running Heads with Page Numbers

These instructions provide the easiest way to insert a proper running head and page number for APA papers, including the different first page. If you follows these steps in the 2007 and later versions of Word, your paper will look great!

*If you do not wish to use a title page, follow steps **2, 8, 5, 6, and 10** in that order.*

1. If you do not have a title page, go to the beginning of your document, and **press CTRL + Enter**. This will insert a new page. If you do have a title page, scroll up to it.
2. **Locate the Insert tab**, which is located at the very top of the document, **and click Header.** On the drop down menu, **select "Blank (Three Columns).**
3. Go to the top of the menu bar and **click the box that says "Different First Page."** *If the three "[Type Here]" columns disappear on your first page*, as it might depending on the version of Word you are using, you must retrieve them by clicking on the header on the first page, then clicking on the "Header" icon on the top menu and re-selecting "Blank (Three Columns)."
4. Select the left "[Type Here]" column on the title page and **type the words "Running head:"** followed, in ALL CAPITAL LETTERS, by the title of your piece, which you want to appear on every page. It is important that the running head does not exceed 50 characters including space and punctuation. Here is an example:

    Running head: HURRICANE KATRINA'S ECONOMIC IMPACT

5. Click on the middle "[Type Here]" column and hit the Backspace key on your keyboard three times. Select the right "[Type Here]" column then **click on the "Page Number" icon**. From the drop down menu, first select the **"Current Position"** option and then the **"Plain Number"** option.
6. **Make sure** that you have the correct font selected (usually Times New Roman, 12 pt.). To correct your font, click on your header and **press CTRL + A.** Once all the text in the header is highlighted, **click the Home tab** located at the very top of the document. In the font drop down menu, select Times New Roman and in the size drop down menu select 12pt.
7. Move on to your second page and click on its header. *If you are working on a document that does not initially have a second page, make sure you create a second page and then apply step two to it.*
8. **Type** in the left "[Type Here]" column—in ALL CAPITAL LETTERS—the title of your piece as it should appear on every page thereafter. This should be identical to the running head you would have on your cover page, but without the words "Running Head:" — here is an example:

    HURRICANE KATRINA'S ECONOMIC IMPACT

9. **Repeat step 5 and 6** on the header in the second page.
10. **Double click the body of your paper** to exit the header. That's it! The headers should remain consistent throughout and you should not need to change them again. The running head should be present on every page, *including the References page.*

Further Assistance: For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library, or call 815-836-5427.