



Douglas College

Douglas College Learning Centre

Formatting a Running Head APA Style

A **running head** is a shortened version of a paper's title that is printed at the top of the all the paper's pages. The running head can be up to 50 characters long, including all letters, punctuation, and spaces between words

To set up an APA style paper with a running head, the top of the first page (title page) must begin with the words "Running head:" followed by your running head, all in uppercase letters, on the top left and the page number (1) on the top right. The top of all other pages just have the running head in all uppercase letters on the top left and the page number on the top right. (See examples on the following page).

1. Double click in space where header goes

- Design tab
 - Select '**Different First Page**'
 - Click on '**Header**'
 - Select '**Blank three Columns**'
 - Highlight first [Type text] box
 - Type Running head: Type your RUNNING HEAD
 - Highlight third [Type text] box
 - Select page number icon
 - Current position
 - Plain number
 - Highlight second [Type text] box
 - Delete

2. Go to Header location on page 2

- Select Header
 - '**Blank (Three Columns)**'
 - Highlight first [Type text] box
 - Type your RUNNING HEAD
 - Highlight third [Type text] box
 - Select page number icon
 - Current position
 - Plain number
 - Highlight second [Type text] box
 - Delete

Figure 1: Title Page

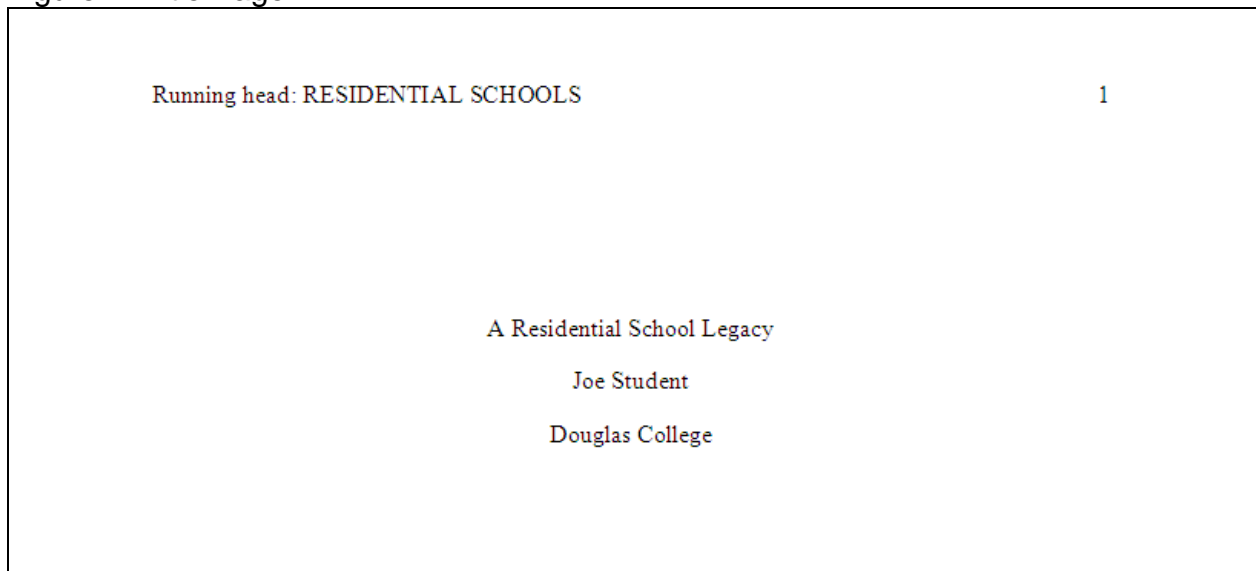


Figure 2: Second and Consecutive Pages

