



Learning Centre

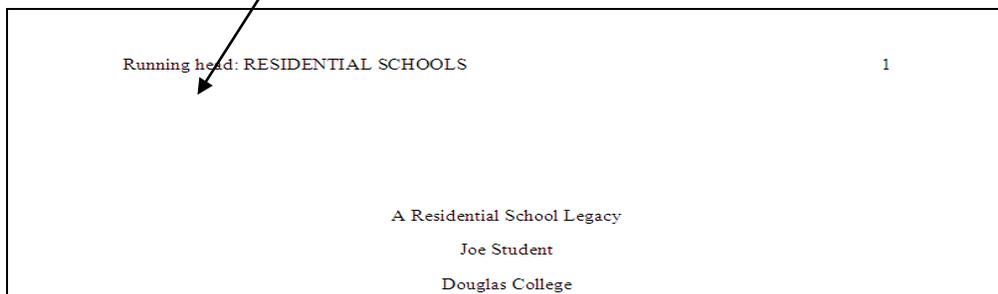
Formatting an APA Running Head (Word 2010)

A **running head** is a shortened version of a paper's title placed near the top left hand corner of all pages of your paper.

However, the two words **Running head:** appear only on the title page (see the example title page below). On all subsequent pages (starting on the second page) only the shortened version of the title appears in the top left corner (see example on the next page). Setting this up so that the title page has a different look than all subsequent pages requires that you set up the running head twice, once on the title page and again on the second page of the paper.

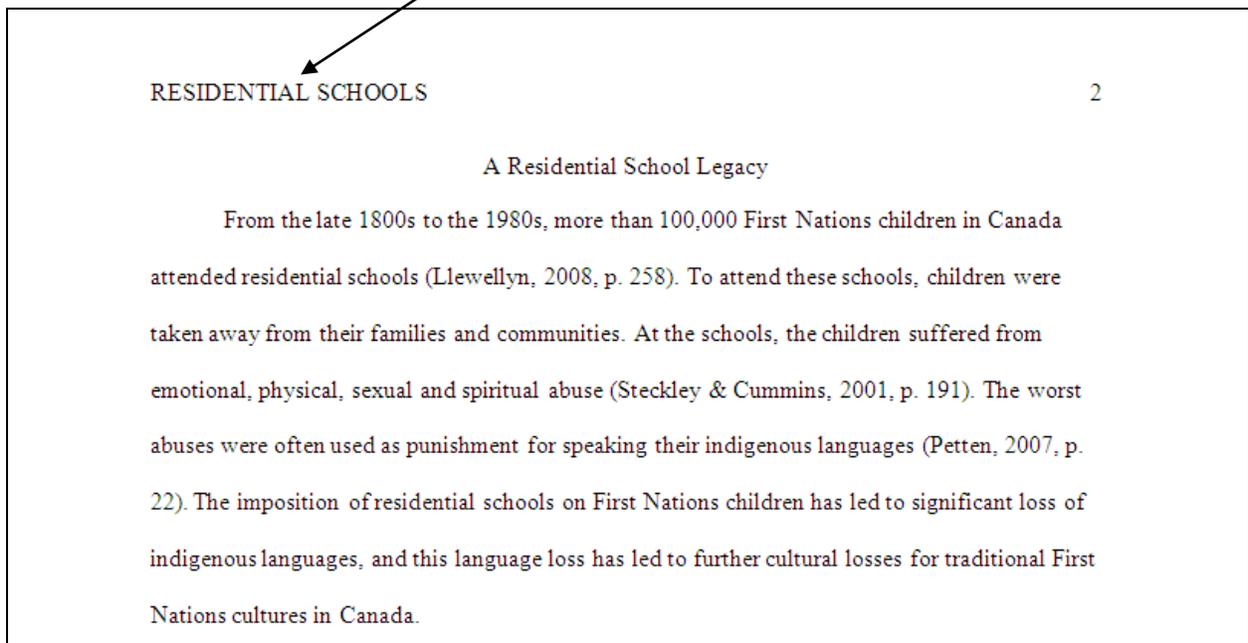
1. Setting up the running head on the Title Page

- Double click near the top of the page where the running head will appear.
- Click on the **Header & Footer Tools** tab that appears at the top of the page to open the Header & Footer toolbar. You may need to look in the "Design" tab to find this tool bar.
- Put a check mark in the **Different First Page** box.
- In the Header & Footer tool bar, click on the **Header** icon.
 - Select the **Blank (Three Columns)** option
 - Highlight the first [Type text] box
 - Type the words "Running head:" and the short form of the title of your essay. Be sure to CAPITALIZE all letters in the title, but do not capitalize the word "head"
 - Highlight the third [Type text] box
 - Select the page number icon in the tool bar
 - Choose Current Position and Plain Number
 - Highlight the second [Type text] box and delete



2. Setting up the running head on page 2.

- Go to page 2 and double click near the top of the page where the running head will appear
- Open the Header & Footer toolbar
- Find the **Header** Icon in the toolbar, and open the dropdown menu
 - Select the '**Blank (Three Columns)**' option
 - Highlight the first [Type text] box
 - Type the short form of your title IN CAPS. **Do not include the words "Running head:"**
 - Highlight the third [Type text] box
 - Click on the page number icon in the Header & Footer toolbar
 - Select the "current position" and "plain number" options
 - Highlight the second [Type text] box
 - Delete



Video instructions

To access helpful videos that show how to set up an APA style paper with a running head, search "Youtube APA Running Head."