

APA Style Running Head & Page Numbers



Document in Open Office: ([Click here for YouTube video](#))

1. **To create header for first page:** Make sure cursor is on page #1.
2. Go to “Format”
 - Then “Styles and Formatting”.
3. Go to button on the top of the box that is labeled “Page Styles”.
4. Then double click on “First Page”, and then right click.
 - Select “Modify”.
5. Now make sure the box is checked next to “Header On”, and then hit OK.
6. Click header box, and change the font to Times New Roman: size 12.
7. Type “Running Head:” followed by an abbreviated version of your paper title in all capital letters.
 - The running head should be a maximum of 50 characters, including letters, punctuation, and spaces between words.
8. Use the Tab key to move the cursor to the far right corner of the header box.
9. Go to Insert, then Fields
 - Click “Page number”.
10. **To adjust header for page 2 on:** Now place cursor on page 2, and go to the insert menu
 - Then to Header and select “Default”.
11. Place cursor in the header box
 - Type your [possibly abbreviated] paper title in all caps, without “Running head:”
12. Then tab over to the right side of the header box.
13. Go to Insert and select “Page Number”.