

APA Style Running Head & Page Numbers

Microsoft Word Document on a PC: ([Click here for YouTube Video](#))

1. Select the Header section of your document by going to the insert tab OR you can double click at the top of the page for header section to pop up.
2. In the Header & Footer tools design tab, check the box next to “Different first page”.
3. **To insert a page number on your first page:** go to the Header & Footer group
 - Click on “Page Numbers”
 - Select top of page and the option “Plain Number 1”.
4. Now in the header section of your paper, before the page number, double click and type “Running head:” followed by the [possibly abbreviated] title in all capital letters.
 - The running head should be a maximum of 50 characters, including letters, punctuation, and spaces between words.
 - It should appear on the left side of your header section.
5. Place cursor to the left of the page number and hit the Tab key once or twice to move the page number to the right margin.
6. Select (or highlight) the running head as well as the page number and click home tab
 - Change the font to Times New Roman: size 12.
7. **To insert page numbers to the rest of your document:** Click outside the Header section (on the first page) and go to Insert tab and select “Page Break”.
8. Select the header section of page 2 of your document.
9. **To adjust header for page 2 on:** In the Header & Footer group, click on “Page Number”.
 - Select “Top of Page” and the option “Plain Number 1”
 - The page number “2” should be inserted.
10. Place cursor before the page number “2”, type in your paper title in all capital letters, without “Running head:”
11. Press the Tab key once or twice to push the page number to the right side margin.

Microsoft Office on a MAC: ([Click here for YouTube video](#))

1. **To create header for the first page:** Click the View button at the top of the page
 - Select “Header and Footer”.
2. Place cursor in Header box (left margin) on the first page, write “Running head:” followed by the [possibly abbreviated] title of your title in all capital letters.
 - The running head should be a maximum of 50 characters, including letters, punctuation, and spaces between words.
 - It should appear on the left side of your header section.
3. Click the Document Elements tab
 - Go to the Header and Footer section, and click Page Number.
4. On the Page Numbers box that pops up, select Right for the text alignment and make sure the “Show number on first page” box is checked.
 - Click OK.
5. **To adjust the header for page 2 on:** Place the cursor in the second page header (labeled “Header – Section 2”).
6. Go to the Header and Footer tab above and uncheck the “Link to Previous” box.
7. Remove the words “Running head:” from the second page.

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”.