APA Style Running Head & Page Numbers

Google Docs: ([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 the header section to pop up.

2. At the bottom of the Header outline, check the box next to "Different first page header/footer".

3. **To insert a page number on your first page:** go to the Insert tab:
   - Click on "Page Numbers"
   - Select the top left option

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 a few times to move the page number to the right margin. (You may need to use the space bar as well.)

6. Select (or highlight) the running head as well as the page number and use the font toolbar:
   - Change the font to Times New Roman, size 12.

7. **To insert page numbers in 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 by double-clicking at the top of page 2.

9. **To adjust the header for page 2 and below:** In the Insert tab, click on "Page Number".
   - Select the option to insert page numbers into the top right (with "1" on the first page)
   - Double check that the page number "2" was inserted.

10. Place cursor before the page number "2", type in your paper title in all capital letters, <u>without</u> the words "Running head:"

11. Place cursor to the left of the page number and hit the Tab key a few times to move the page number to the right margin. (You may need to use the space bar as well)

12. Select (or highlight) the running head as well as the page number and use the font toolbar:
    - Change the font to Times New Roman, size 12.