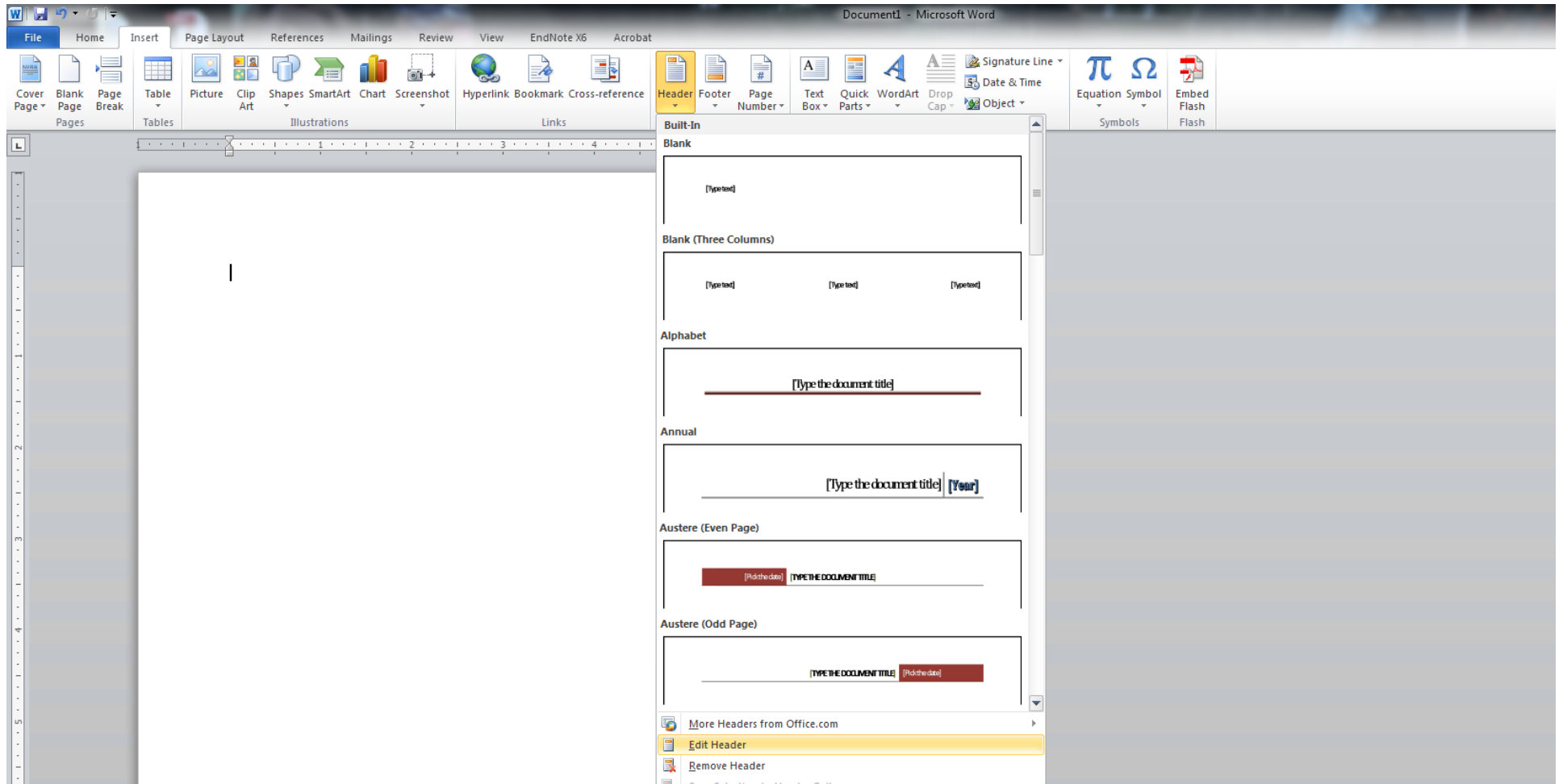
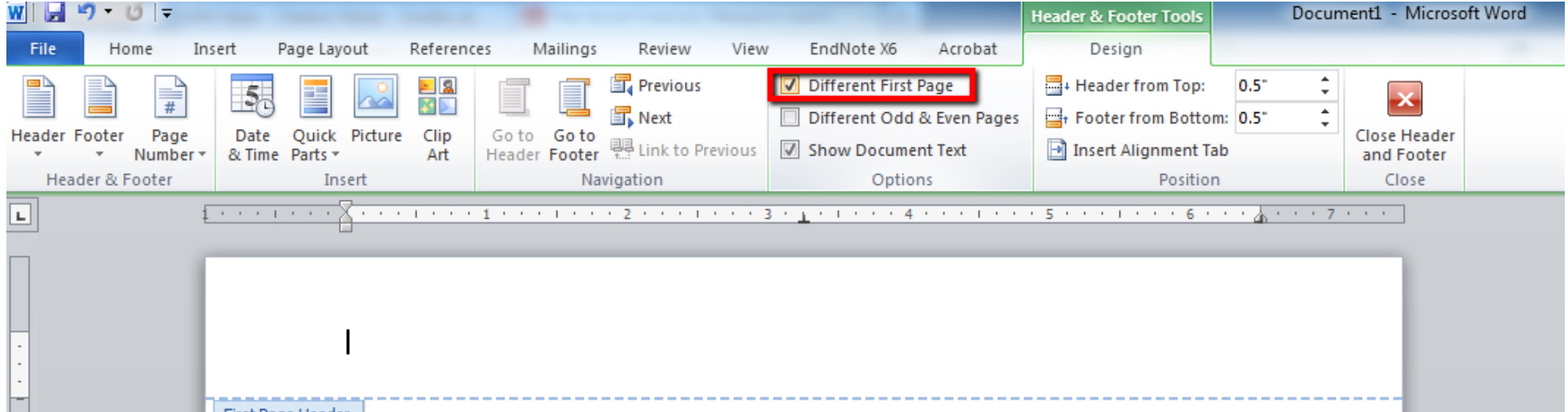


FORMATTING APA HEADERS IN WORD

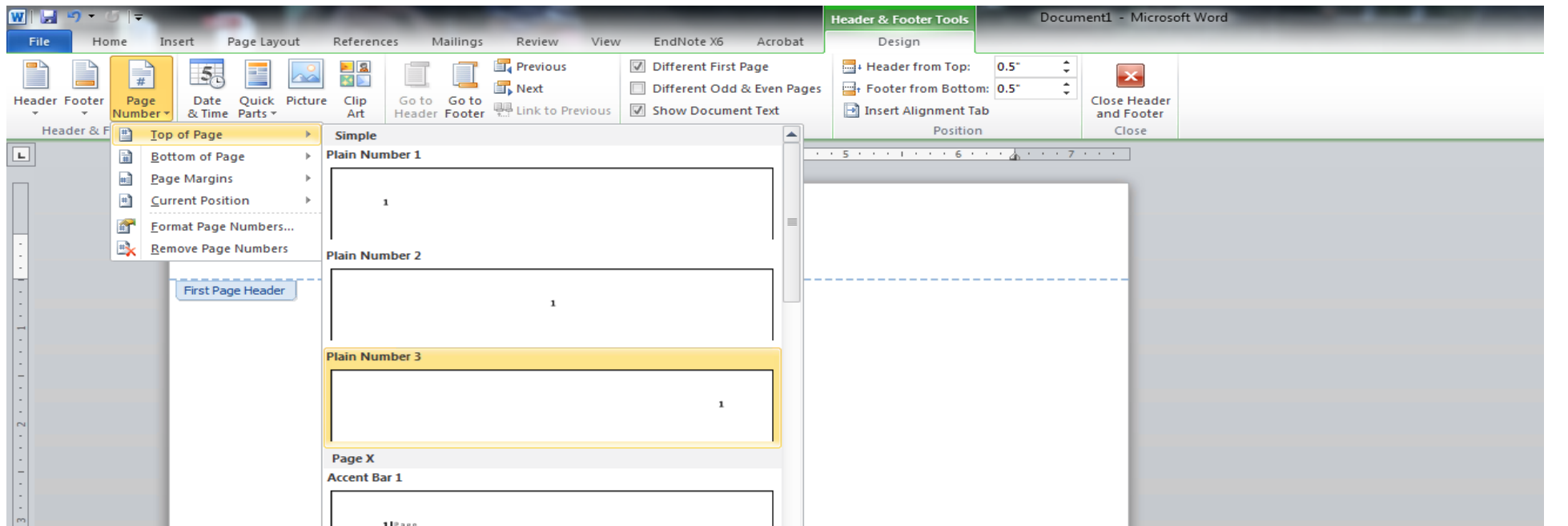
1. Go to the **Insert** tab in the ribbon, click **Header** in the **Header & Footer** group and click **Edit Header** at the bottom of the menu:



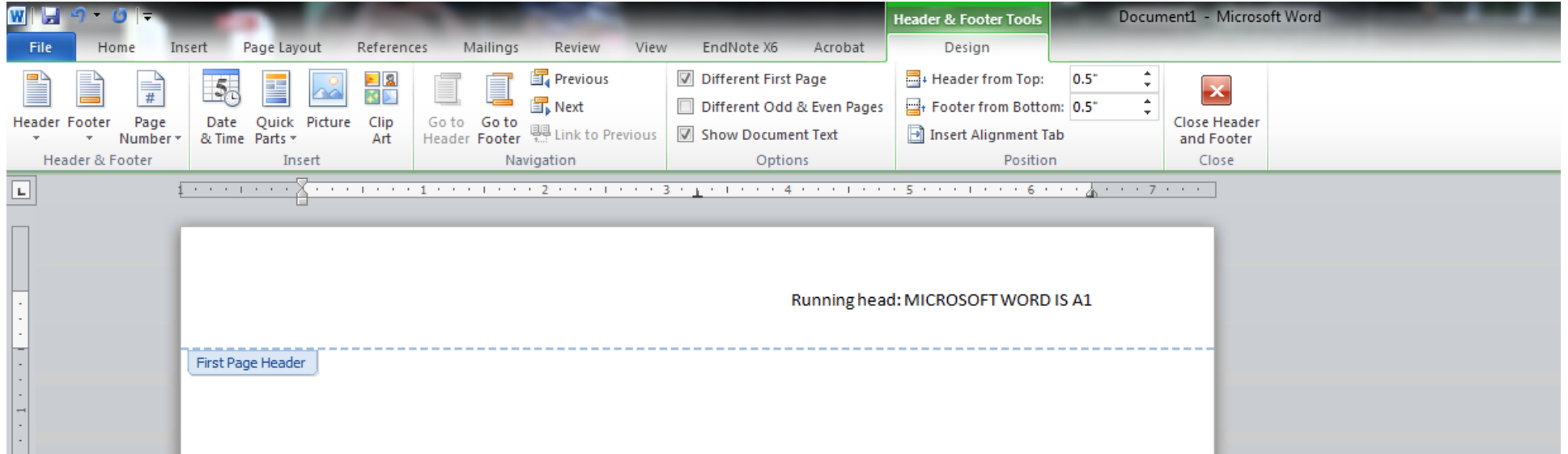
2. Click **Different First Page** in the **Options** group of the **Design** tab:



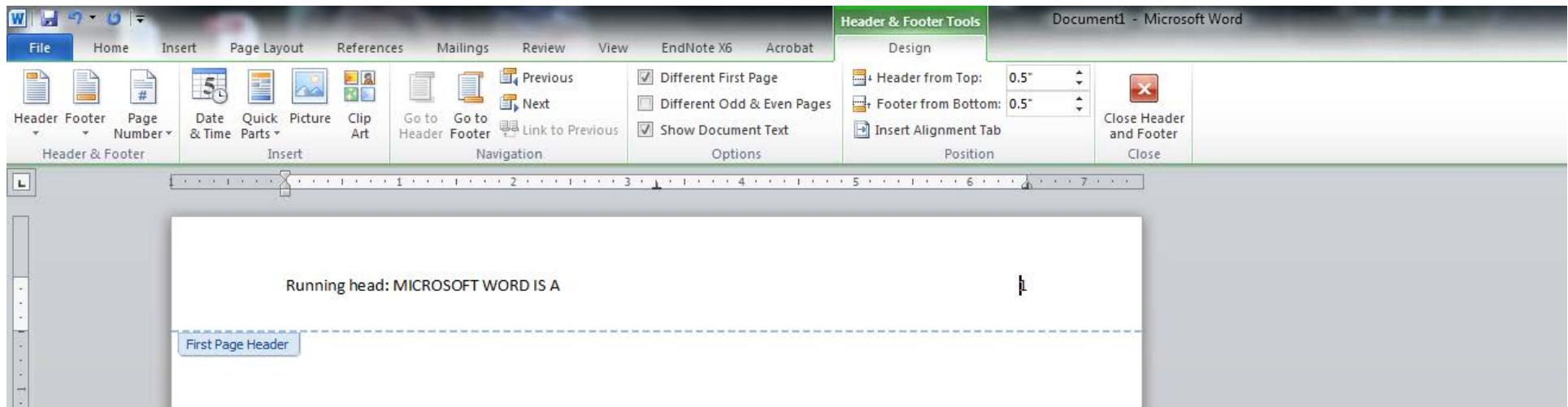
3. Click the **Page Number** icon in the **Header & Footer** group, and insert the page number at the appropriate position:



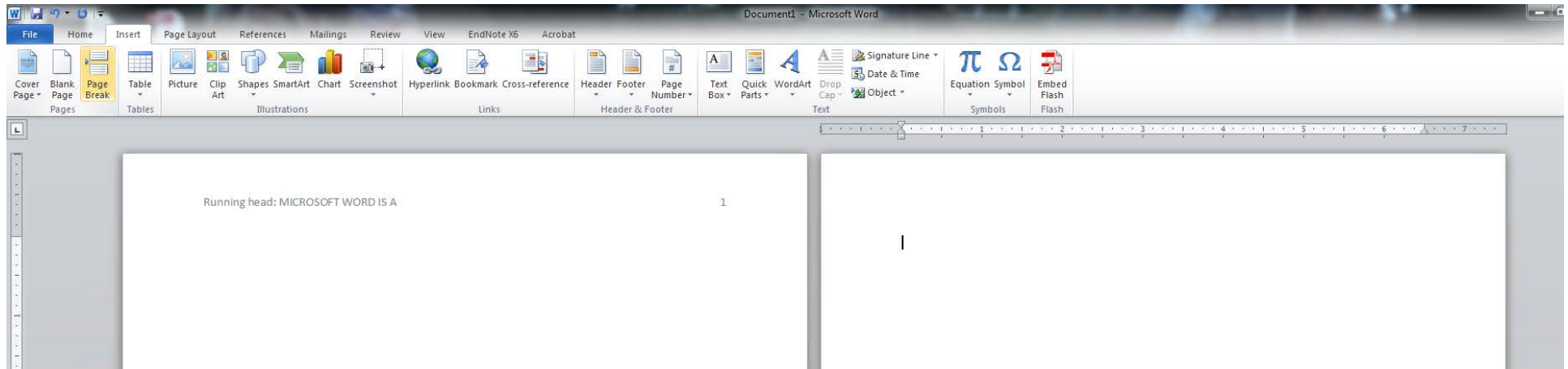
4. With the cursor blinking directly to the *left* of the page number, type the title of the article in all-caps, prefixed by the phrase, "**Running head:** ". The entire header will be right-aligned and look like this:



5. With the cursor between the title and the page number, hit **Tab** on the keyboard until the title is on the left margin:

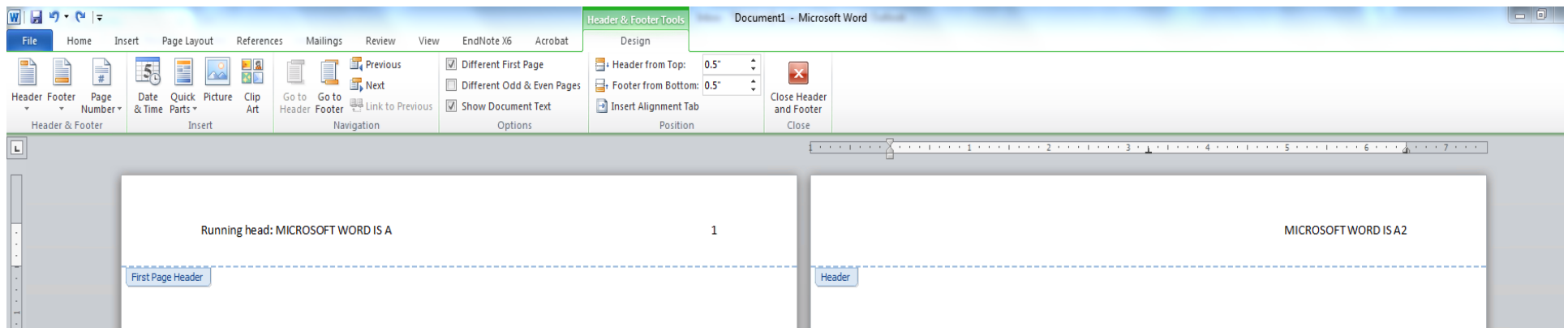


6. Click **Close Header and Footer**. Add a second page to your document by inserting a **Page Break**:

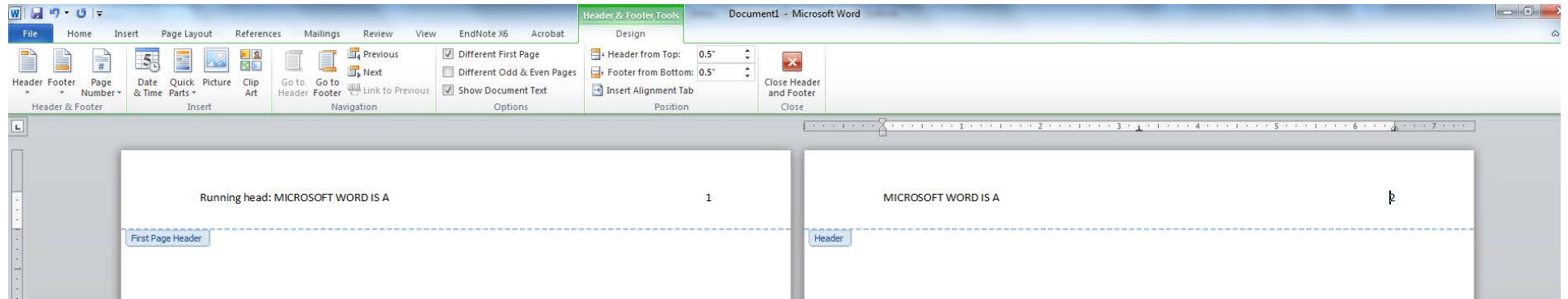


7. Follow the same instructions as in **Step 1** and in **Step 3** above.

8. With the cursor directly to the left of the page number, type the title *without* the “Running head:” prefix:



9. With the cursor between the title and the page number, hit **Tab** on the keyboard until the title is left-aligned:



10. Click **Close Header and Footer**.