Add Running Head & Page Numbers in APA Format

1. Start with a new MS Word document.

2. Double-click at the top of your document to open the Header and click on Header at left, or go to Insert tab and then select Header. Pick the blank header option (no columns).

3. In the Header and Footer Tools Design tab, check the box for Different First Page.

4. In the Header & Footer Tools, click on Page Number, and select Top of Page and "Plain Number 1."

5. Now in the Header section, click on the left side of the number 1 and type "Running Head:" followed by your title in capital letters.

6. Then hit the TAB key once or twice to move your page number to the right side of the Header. The Running Head can only be a maximum of 50 characters total. You may have to abbreviate your title to make it all fit.

7. Click on the Insert tab and select Page Break.

8. Select the Header section of page 2 in your document.

9. In the Header and Footer Group, click on Page Number, and then select Top of the Page and "Plain Number 1". Page number 2 is now inserted.

10. Type your paper title in capital letters, but without the "Running Head" part and tab over once or twice to move the page number to the right of the page. Click on Close Header and Footer. The rest of the paper will now display your title on the left and your page numbers on the right, in the Header section.