Creating the Header for an APA Style Paper

- Create a new Word document.
- Place mouse in the upper part of the page, double click.
- This screen will appear and its associated tools bar at the top of the page.
1. In the section labeled **Position**, second from the right in the tools bar, note the margin settings:
   - **Header from Top** should read 0.5”
   - **Footer from Bottom** should read 0.5”
   Use the blue up or down arrows (shown in purple above) to adjust, if necessary.

2. At the top of the page within the green-shaded box **Header & Footers Tools**, click the box **Different First** page.
3. Go far left to **Header & Footers** box (indicated by red arrow above), click on the arrow at the lower right box of **Page Number** (shown at black arrow above). (Clicking on Page Number will open a **drop down menu**.)

4. Select **Top of Page**. (Another drop down menu will appear for placement of the page number on the document.)
5. Slide mouse to the right, place cursor inside the box of **Plain Number 3**, click.

6. The page number **1** will be inserted into the Header at the right margin, and the cursor will blink to the left of the number.
7. The page number should rest against the right margin, one inch in. (Blue arrow shows right margin should be one inch to meet APA style.)

8. If the margin is too wide or too narrow, move the arrow in the ruler bar that is above the document so that both the right and left margins are set at one inch. (Refer to the red arrows.)

9. The cursor should blink to the left of the inserted page number. (See black arrow above.)
10. At the cursor, to the left of the page number, type the words **Running head:** (note the colon follows, and the word *head* is not capitalized) in upper and lowercase, followed by a **DESCRIPTIVE TITLE OF YOUR PAPER** in all caps (Maximum 50 characters including spaces).

11. Since APA Style papers (and most collegiate papers) need to be typed in **Times New Roman** or Arial style, **12-pt font**, and Microsoft Word is set at Calibri 11-pt, highlight the page number, the words *Running head* and the descriptive title to change the font type and size.
12. Go left in the tools bar towards the choices of font size and type. Click on arrow (shown above by orange arrow) to present a drop down menu of font type choices.

13. Select **Times New Roman** or Arial style.
When the mouse is placed on Times New Roman, the header will show what the choice will look like. Clicking on the choice will change the font type.
14. Click on arrow (shown above by orange arrow) to present a drop down menu of font size choices.

15. Change size to **12-pt** font.

16. Remove the highlighted running head and page number by clicking mouse once.
17. Ensure the cursor blinks *between* the *end of the running head* and the *page number*. 
Since the running head and its descriptive title need to rest against the 1-inch **left** margin (while the page number rests against the right), press the TAB key on the keyboard to move it to the left margin.

(For some computers, pressing the TAB key **one** time will move the running head to the left margin. If it does not work, keep pressing the TAB until the running head is against the left margin.)

18. Pressing the TAB key will move the Running head and DESCRIPTIVE TITLE towards the left margin.
19. The running head should appear as shown above.

20. The left and right margins should be one inch in the header (shown by blue arrows above).
21. Click mouse once to remove the highlight from the page number.
22. Place cursor at the top of the page to the green-shaded box **Header & Footers Tools**, click to open a drop down menu.
23. Save the header by clicking on the red x-box **Close Header and Footer** in the upper right part of the screen. Once saved, the header for page 1 is closed.
24. Double click anywhere on the page to close the header portion. The page should appear as shown above.

25. Since the header will not be automatically saved for page 2, and since the words “Running head” or the colon that follows are NOT to be included for the running head for the Abstract page, body of the paper, or the References page, the process for creating the running head must be repeated. Thus, press the ENTER key to go to the second page.
26. In the green-shaded **Header & Footers Tools** section, ensure the box **Different First Page** remains checked.

27. Go far left to **Header & Footers** box (indicated by purple arrow above), click on the arrow at the lower right box of **Page Number** (shown at black arrow above). (Clicking on Page Number will open a **drop down menu**.)
28. Select **Top of Page**. (Another drop down menu will appear for placement of the page number on the document.)
29. Slide mouse to the right, place cursor inside the box of **Plain Number 3**, click. 
(The page number **2** will be inserted into the header at the left margin. See next page.)
30. The page number 2 will be inserted into the Header against the right margin, one inch in, and the cursor will blink to the left of the number 2.
31. At the cursor, to the left of the page number, type the only the **DESCRIPTIVE TITLE OF YOUR PAPER** in all caps.
32. Since all of the pages in an APA Style paper need to be typed in *Times New Roman* or Arial style, **12-pt font**, and Microsoft Word is set at Calibri 11-pt, highlight the page number and the DESCRIPTIVE TITLE to change the font type and size.
33. Go towards the left portion of the tools bar. Click on arrow (shown above by red arrow) to present a drop down menu of font type choices.

34. Select **Times New Roman** or Arial style.

When the mouse is placed on Times New Roman, the header will show what the choice will look like. Clicking on the choice will change the font type.
35. Click on arrow (shown above by red arrow) to present a drop down menu of font size choices.

36. Change size to **12-pt** font.

37. Remove the highlighted DESCRIPTIVE TITLE and page number by clicking mouse once.
38. Ensure the cursor blinks between the end of the DESCRIPTIVE TITLE and the page number.

39. Since the DESCRIPTIVE TITLE needs to rest against the 1-inch left margin (while the page number rests against the right), press the TAB key on the keyboard to move it to the left margin.
40. (For some computers, pressing the TAB key one time will move the DESCRIPTIVE TITLE to the left margin. If it does not work, keep pressing the TAB until the running head is against the left margin, 1 inch in.)

41. The running head should appear as shown above with the right and left margins remaining at one inch like the first page of the document.
42. Click mouse once to remove the highlight from the page number.

43. Place cursor at the top of the page to the green-shaded box **Header & Footers Tools**, click to open a drop down menu.
44. Save the header by clicking on the red x-box **Close Header and Footer** in the upper right part of the screen.

45. Once saved, the header for page 2 is closed.

46. Double click anywhere on the page to close the header portion. The page should appear as shown above.
47. The header for pages 3 and thereafter will automatically number itself with the running head as created for page 2 of the document.