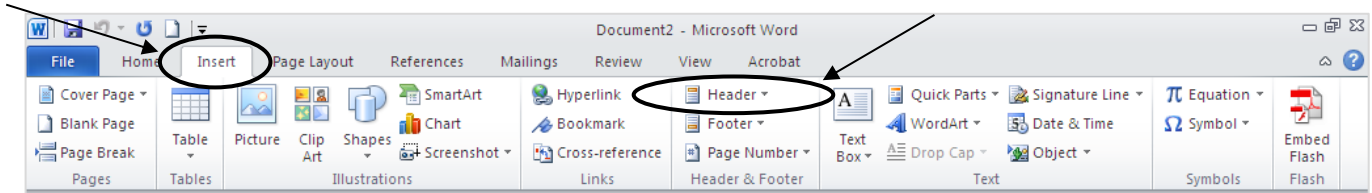


Running Head

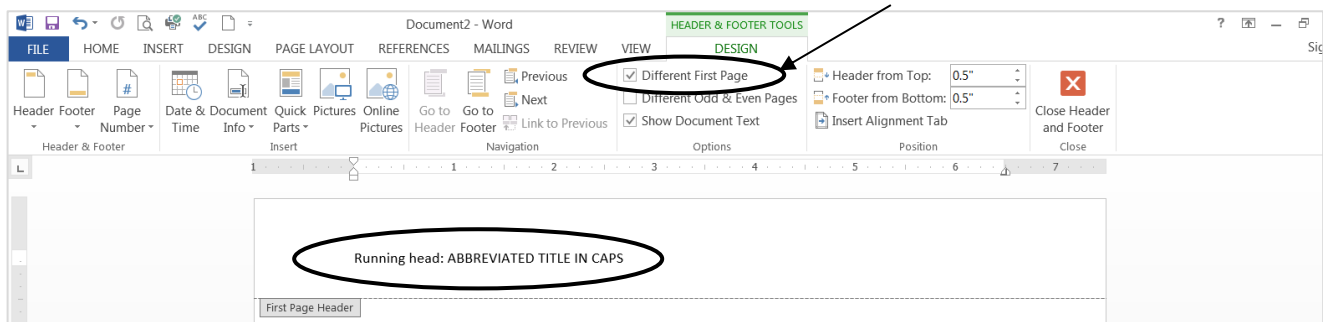
<http://www.alverno.edu/media/alvernocollege/library/pdfs/running.pdf>

The running head on the title page of an APA formatted paper differs from the running head of the other pages. Follow these steps to create properly formatted running heads in Microsoft Word.

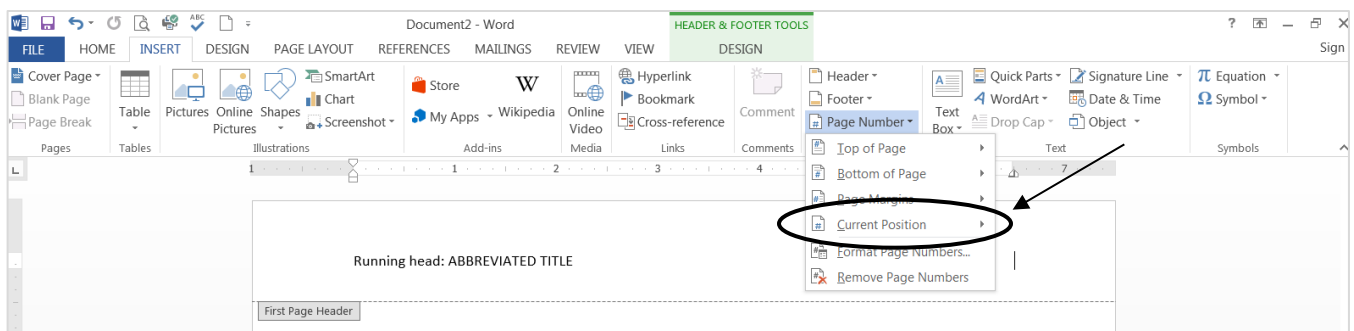
1. On the **Insert** tab, select **Header** in the **Header & Footer** box. Choose the first option “**Blank**”.



2. In “**Header & Footer Tools**” tab that appears at the top of the page, select “**Different First Page**”. Type your running head into the header section of your document. The running head is an abbreviated version of the title in all CAPS. On the title page *only*, it is preceded by the words Running head.



3. To insert the page number, hit the tab key to get to the right side of the page. On the **Insert** tab, select **Page Number**. Choose **Current Position** and select the **Plain Number** option.



4. Follow these steps to format the running head on the remaining pages: click in the header section of page 2. On the **Insert** tab, select **Header** in the **Header & Footer** box. Choose the first option “**Blank**”. Type your running head into the header section of page 2 *omitting the words* Running head. Tab to the right side of page. On the **Insert** tab, select **Page Number**. Choose **Current Position** and select the **Plain Number** option.