APA Format Instructions for setting up the Running head in Word

How to set up both the running head and page numbers in a header so that the page number is at the far right and the running head is flush left within the header

The steps on page one work best if you start your paper with your cover page. (See page 2 for the process if you have already done your paper, but have not set up your headers.)

I am still experimenting on the best way to do this if you have already written your paper and are trying to retro fit to your paper. NOTE – there are probably others ways to do this (experiment)

Step 1:
  ❖ Create your Cover Page. According to the APA sample paper in the Manual the Cover page has a number.
    • While still on the cover page:
      ✓ Select the INSERT tab
      ✓ Choose the Page Number option
      ✓ Under that choose the top with number at the far left option
      ✓ To the left of the number start typing the following Running head: YOUR TITLE
      ✓ Then hit the tab key until the number is far right flush at the 1” margin.
      ✓ ESC out of the header space

Step 2:
  ❖ After finishing the cover/title page and while on still on that page:
    ✓ Go to the Page Layout tab
    ✓ Go to Breaks and click on the dropdown arrow
    ✓ Under Section Breaks, select Next Page

    ❖ Next and while still on the cover/title page
      ✓ Go back into Edit Header
      ✓ Make sure that the Link to Previous is NOT highlighted and
      ✓ Make sure that the box that says Different First Page is NOT checked.

Step 3:
  ❖ Next go down to the header on the first page of Section 2
    • Go to Edit Header
      ✓ Be sure that Link to Previous is NOT highlighted and
      ✓ Put a check in the box that says Different First Page
      ✓ Next go to Page number and
      ✓ Choose the top with number at the far left option
      ✓ To the left of the number start typing the following YOUR TITLE without the words running heading
      ✓ Then hit the tab key until the number is far right flush at the 1” margin.
      ✓ ESC out of the header space

Step 4:
  ❖ For each new “Section (Abstract; Body of your paper; your Reference page)” of your paper you will need to:
    ✓ Go to the Page Layout tab
    ✓ Go to Breaks and click on the dropdown arrow
    ✓ Under Section Breaks, select Next Page
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To set up your headers correctly after you have done your paper, you need to be sure that you have created page breaks between your Cover page, Abstract, the body of your paper and your Reference page by doing the following steps for each one starting with your cover page:

✓ Go to the Page Layout tab
✓ Go to Breaks and click on the dropdown arrow
✓ Under Section Breaks, select Next Page

Step 1:
❖ Create your Cover Page. According to the APA sample paper in the Manual the Cover page has a number.
   • While still on the cover page:
     ✓ Select the INSERT tab
     ✓ Choose the Page Number option
     ✓ Under that choose the top with number at the far left option
     ✓ To the left of the number start typing the following Running head: YOUR TITLE
     ✓ Then hit the tab key until the number is far right flush at the 1” margin.
     ✓ ESC out of the header space

Step 2:
❖ After finishing the cover/title page and while on still on that page:
   ✓ Go to the Page Layout tab
   ✓ Go to Breaks and click on the dropdown arrow
   ✓ Under Section Breaks, select Next Page
   • Next and while still on the cover/title page
     ✓ Go back into Edit Header
     ✓ Make sure that the Link to Previous is NOT highlighted and
     ✓ Make sure that the box that says Different First Page IS checked.

Step 3:
❖ Next go down to the header on the first page of Section 2
   • Go to Edit Header
     ✓ Be sure that Link to Previous is NOT highlighted and
     ✓ Put a check in the box that says Different First Page
     ✓ Next go to Page number and
     ✓ Choose the top with number at the far left option
     ✓ To the left of the number start typing the following YOUR TITLE without the words running heading
     ✓ Then hit the tab key until the number is far right flush at the 1” margin.
     ✓ ESC out of the header space

The Key to making all of this work is to be sure that you follow these steps for each section:
✓ Go to the Page Layout tab
✓ Go to Breaks and click on the dropdown arrow
✓ Under Section Breaks, select Next Page