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# How to Format an APA Header

Write Site handout

## Title page:

- Double click in the header space.
- Choose the first option under “header”
- Under “Design,” click the checkbox for “Different First Page.”
- Click “Page Number” > “Top of Page” > “Plain Number 3” (This should place the page number in the top right-hand corner.)
- Begin typing the words “Running head” followed by a colon.
- After the colon, type the title of your paper in all capital letters.

## Example

Running head: TITLE

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## To format the header for the following pages:

Press ENTER until a second page is created.

- Double click in the header space on the newly created second page.
- Click “Page Number” > “Top of Page” > “Plain Number 3” (This should place the page number in the top right-hand corner.)

- Type the title of your paper in all capital letters.

\*Note that the words “Running head” will not appear before the title this time.

- Press TAB (usually two times) until the title is flush left.
- Exit out of the header.

## Checking your work:

- Press ENTER until a third page is created.
- On the newly created third page, only the title of your paper without the words “Running head” should appear in all capital letters on the left side, and the page number should be in the top right-hand corner.

- Scroll all the way back up to the first page.

\*Does the header have “Running head: YOUR TITLE” in all capital letters next to it on the left side? Is the page number at the top on the right side?

\*If so: congratulations! You have successfully formatted an APA header!



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USE STYLES TO EASILY FORMAT YOUR  
WORD DOCUMENTS IN NO TIME.

Hours

Website

Subtitle

HEADING 3

STREET ADDRESS, CITY, ST ZIP CODE

Telephone

Subtitle

HEADING 8

STREET ADDRESS, CITY, ST ZIP CODE

Telephone

HEADING 7

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## HEADING 2

HEADING 9

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HEADING 4

Heading 5

Heading 6

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USE STYLES TO EASILY FORMAT YOUR  
WORD DOCUMENTS IN NO TIME.

HEADING 7

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## HEADING 2

HEADING 9

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ON THE HOME TAB OF THE RIBBON,  
CHECK OUT STYLES

HEADING 7

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## HEADING 2

HEADING 9

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FIND EVEN MORE EASY-TO-USE TOOLS  
ON THE INSERT TAB

Telephone

STREET ADDRESS, CITY, ST ZIP CODE  
WEBSITE

WEBSITE