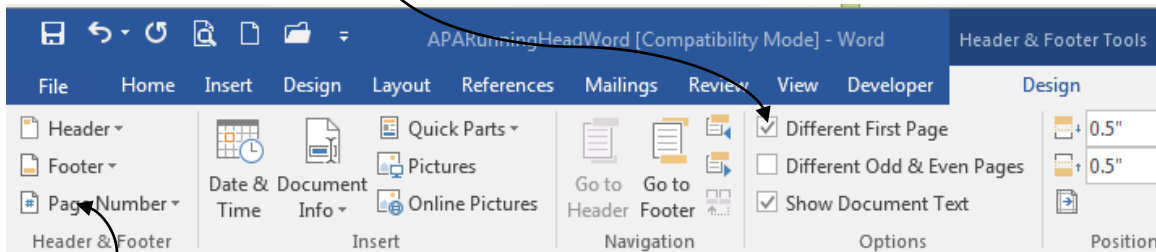


## APA Format: Running head

Papers formatted in American Psychological Association (APA) style require you to create a header that is different on the first page of your paper. The first page header is `RUNNING HEAD: Your Short Title`. Subsequent pages use only the short title and omit `RUNNING HEAD`. Here is how you do it in Microsoft Word:

1. Switch to print layout view (View→Print Layout).
2. Prepare to insert a header (Insert→Header). Select a blank header, left-aligned.
3. While in the first page header area, in the Header & Footer Design Tools, click the box Different First Page.



4. Click Page Number in the Header & Footer Design Tools to insert a page number field. Type the first-page header text next to the page number field:

`RUNNING HEAD: My Short Title`1

5. Tab between the short title and the page number field to force the page number to the right margin:

`RUNNING HEAD: My Short Title`1

6. Scroll down your page and click into the page two header. Delete `RUNNING HEAD :`, leaving only the short title and page number field. The page two header and all subsequent pages should look something like this:

`My Short Title`2

*Contributed by Rosemary McKeever*



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