



How to Create a Running Head (APA)

A **running head**, also called a **page header**, is a line at the top of each page of a document that gives the reader important information.

For APA format, the running head includes a shortened version (no more than 50 characters) of the title of the document IN CAPITAL LETTERS, as well as the page number.

The text should be formatted in Times New Roman 12.

The title should be aligned to the left and the page number aligned to the right as follows:

THE IMPLICATIONS OF ASTROPHYSICS 2

However, on the title page only, your running header should start with “Running head:”

Running head: THE IMPLICATIONS OF ASTROPHYSICS 1

How to Create a Running head in Microsoft Word 2016:

- 1) Go to the first page of your Document.
- 2) Select the INSERT Ribbon.
- 3) Click on “Header”, Click “Edit Header”.
- 4) Checkmark the box “Different First Page”.
- 5) Click Page Number, Select “Top of Page”, “Plain Number 3”.
- 6) Type “Running head: TITLE IN CAPS” and click the Tab key twice.
- 7) Click “Close Header and Footer”.
- 8) Go to the second page of your document.
- 9) Repeat steps two, three, and five.
- 10) Type TITLE IN CAPS and click the Tab key twice.
- 11) Click “Close Header and Footer”.