APA Running Heads with Page Numbers

These instructions provide the easiest way to insert a proper running head and page number for APA papers, including the different first page. If you follow these steps in the 2007 and later versions of Word, your paper will look great!

*If you do not wish to use a title page, follow steps 2, 3, 4, 9, 6, 7 in that order.*

1. If you do not have a title page, go to the very beginning of your document, and **press CTRL + Enter**. This will insert a new page. If you do have a title page, scroll up to it.
2. **Locate the Insert tab**, which is located at the very top of the document, and **click Header**.
3. Select the type of Header you would like to add to your document from the provided list; there will be several options for you to choose from.
4. Once you have selected a Header type, type the words “Running head:” followed, in **ALL CAPITAL LETTERS**, by the running head which you want to appear on every page. Also, it is important that the running head does not exceed 50 characters including space and punctuation. Here is an example:

   Running head: HURRICANE KATRINA’S ECONOMIC IMPACT

5. **Make sure** that you have the correct font selected (Times New Roman, 12 pt.)
6. Return to your original document. You can do this simply by clicking on the Close Header and Footer box located on the Design tab.
7. **Press Tab twice.** This should move the cursor to the top, right corner of the page.
8. **Press SHIFT + ALT + P.** This will insert a page number. Unless something very strange has taken place, this will be number 1.
9. **Type**—in **ALL CAPITAL LETTERS**—the running head as it should appear on every page thereafter. This should be identical to the running head you had on the first page, but without the words “Running Head”. Here is an example:

   HURRICANE KATRINA’S ECONOMIC IMPACT

10. **Repeat steps 6 & 7 unless a page number is already present.**
11. **Double click the body of your paper** to exit the header. That’s it! The headers should remain consistent throughout and you should not need to change them again. The running head should be present on every page, including the References page(s).

Further Assistance: For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library, or call 815-836-5427.