APA-style running head and page numbers
Using Microsoft Word to format your paper

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THE ISSUE AT HAND

In the *Publication Manual of the American Psychological Association*, Sixth Edition:

Section 2.01 (page 23) describes how to create a title for your paper.

Figure 2.1 shows how the header of the paper should look on page one of your paper (shown on page 41) and on all subsequent pages of your paper (shown on page 42).

Pages 229-230 (*Order of manuscript pages*, and *Page numbers and running heads*) describes how the head and the page numbers are to be displayed in the paper.

In the simplest terms, the two-fold issue with the header is: Firstly, the head on the title page is not the same as for the rest of the paper (how do you do that?), and, secondly, how do you get the header text to the left and the page numbers to the right? The APA manual (page 230), states, "Use the automatic functions of your word-processing program to generate headers. . . ."

WHAT TO DO (AND WHAT NOT TO DO)

Don't click *Insert>Header*. Don't click *Insert>page number*. If you do either of those things, it will get you into trouble. If you do, you will be forced to insert the text of the header or the page number before you are able to tell it that you want the header to be different on the first page—and when you do that, the text (and/or the number) on your first page will disappear.

This is the correct way to do it (Microsoft Word 2007 and 2010):
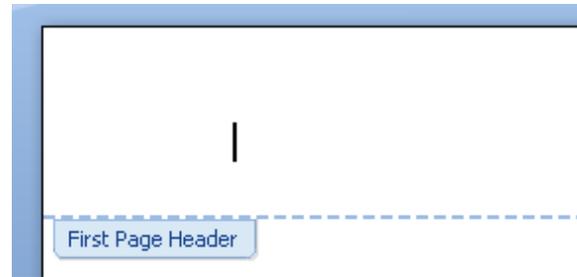
Step 1. Simply double-click your mouse near the top of page 1 of the paper (in the blank area where the header will go). This will open up the Design Tab of the Header & Footer Tools.
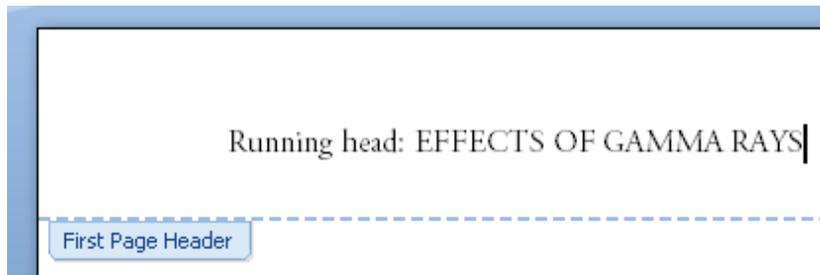

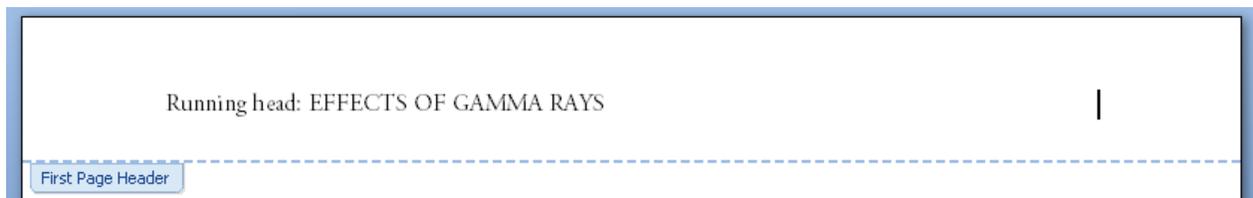**Step 2.** Click to check the checkbox for *Different First Page.*
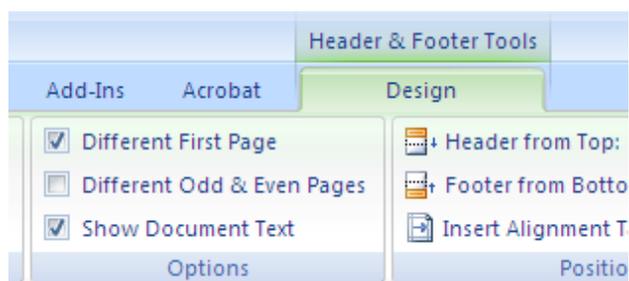
**Step 3.** The cursor will be blinking—ready to type the text of the head.

First Page Header

As stated in the APA manual, type the words "Running head," followed by a colon, and then the text of the running head.

Running head: EFFECTS OF GAMMA RAYS

First Page Header

Step 4. Push the Tab key twice—this should move the cursor all the way to the right.

Running head: EFFECTS OF GAMMA RAYS

First Page Header

Step 5. Move your mouse to the upper left and click *Page Number*. Click *Current Position*. Select the first choice, *Plain Number*.
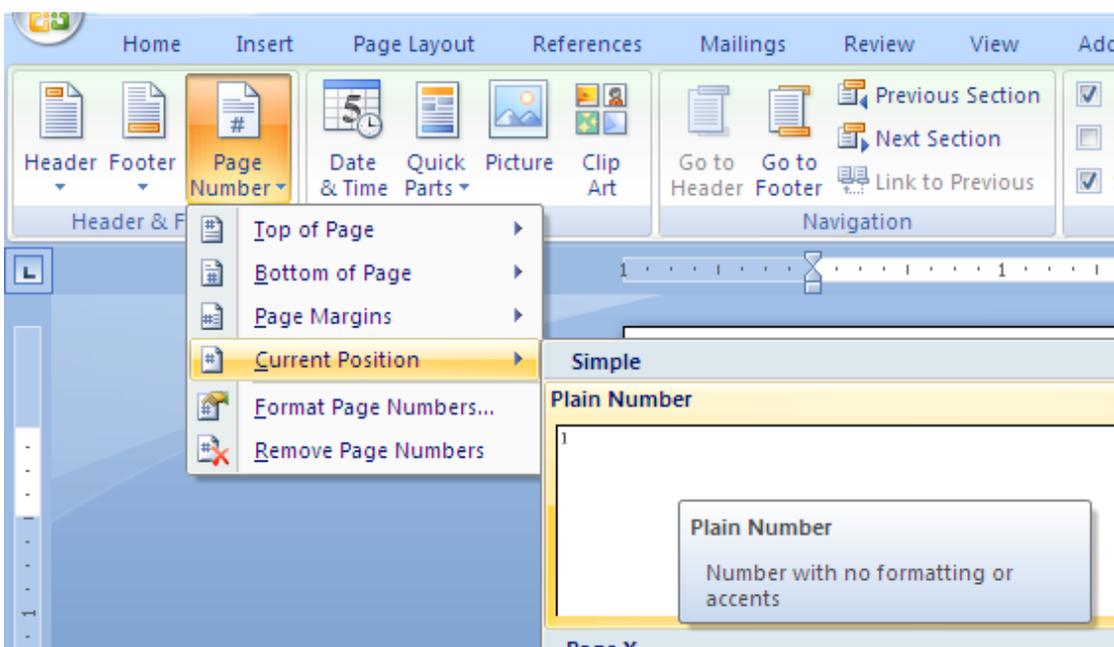
Step 6. The page should now show your text (head) to the left and page number to the right.

Click to *Close Header and Footer*.

You can now finish typing the text of your Title Page, or come back to that later.
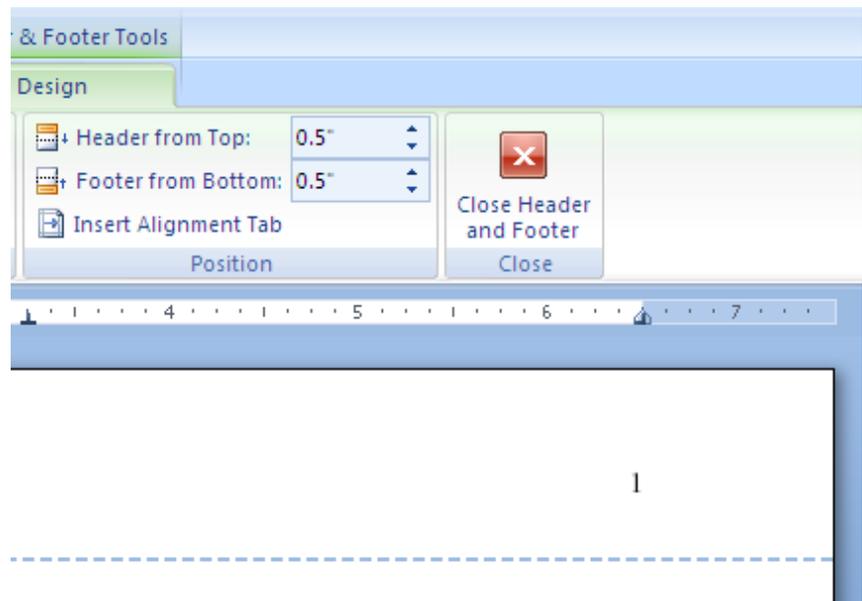
Step 7. Move to page two of your paper. Since you probably do not have any text on a second page yet, this is a good way to create a blank second page:

> With the cursor near the bottom of page 1, move your mouse to the upper left and look for the Insert tab. Select *Insert>Page Break*.

> You can do the same thing without using your mouse—the shortcut for those selections is to hold down the Control key and press the Enter (Return) key.
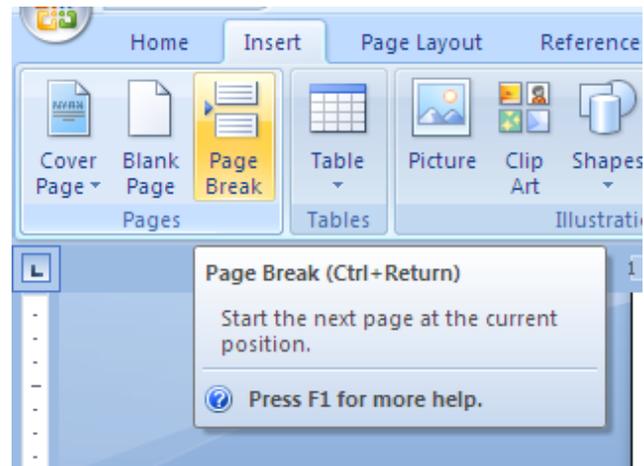
Step 8. The header area on the second page should be blank (because you told Microsoft Word that it will have a different header than the first page. From the top of page 2, repeat steps 1 through 5. This time you do not use the words *Running head*—you simply type the text of the head.

EFFECTS OF GAMMA RAYS   2

Header

Step 9 (optional). Shout "Voilá!," (from the French, meaning *see there*) "to express satisfaction . . . or to suggest an appearance as if by magic (http://www.merriam-webster.com/dictionary/voil%C3%A0)."