

## APA Title Page and Running Head

Here are the steps, from starting with your title page...

1. On the center of the title page, on succeeding lines, center: (1) title of the paper; (2) your name; and (3) Mount Mercy University. Select all three lines and double space text.
2. Select the "Page Layout" tab. Select the "Normal" profile to create one-inch margins on all sides.
3. Now, select "Insert Header." Select "Blank" style.
4. Now insert page numbers; select "top of page – plain number 3." Page numbers will now appear in upper, right margin.
5. Now move down to page two in your document; keep the header open. Be sure the cursor is sitting **adjacent** to the page number; keep cursor in this position. Type the short version of your title (three or four words) in all capital letters. Now "TAB" two times to move your title to the left margin. This short version of your title is the running head for the paper.
6. Now return to the first page.
7. At the top of the screen, in the header functions, select "Different first page"
8. In the header of your title page, put your cursor at the page's left margin. Now type "Running head" with only the "R" capitalized; insert a colon after "head." Now type your abbreviated paper title (three or four words) in capital letters. Keep cursor at this position.
9. Now "TAB" two times to put cursor at the right margin. Type a "1" to denote page number of title page.

Now, save document. Congratulations! You have created the cover page and running head. The running head will now appear across the entire body of the paper, including your references list.