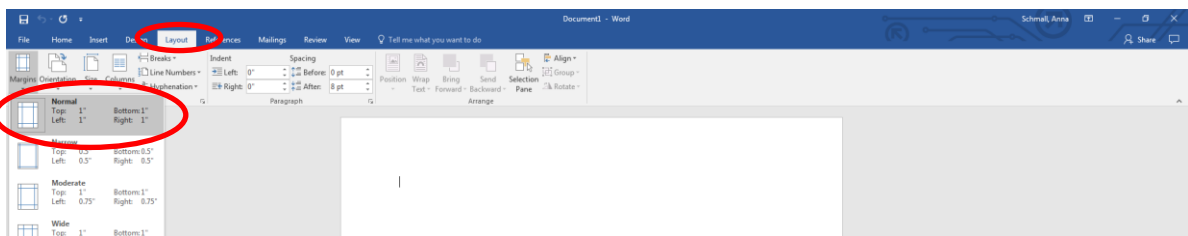


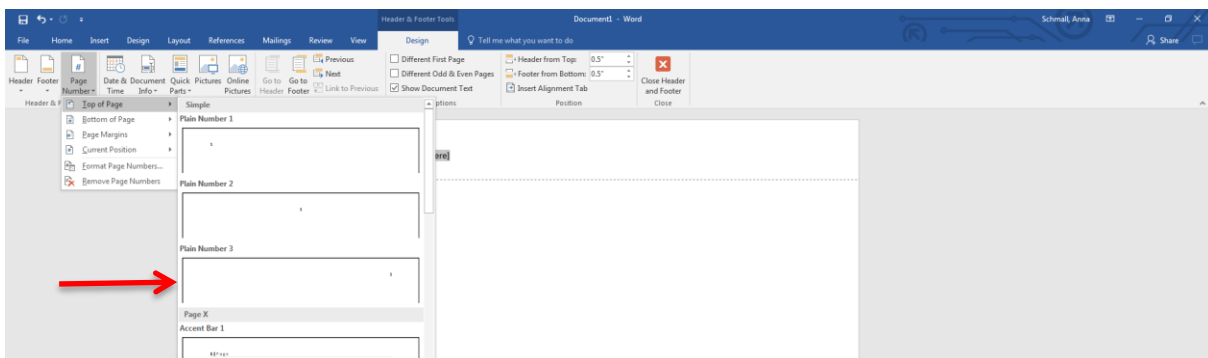
APA (7th ed.) Title Page and Running Head

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

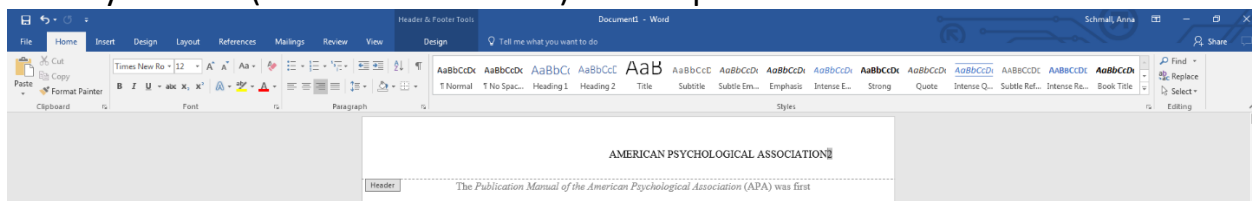
1. On the center of the title page, on succeeding lines, center: (1) title of the paper; (2) your name; and (3) Mount Mercy University. Select all three lines and double space text. Format your title only as **bold** font.
2. Select the “Layout” or “Page Layout” tab. Confirm that Spacing before and after are at 0 pt. Select the “Normal” profile to create one-inch margins on all sides:



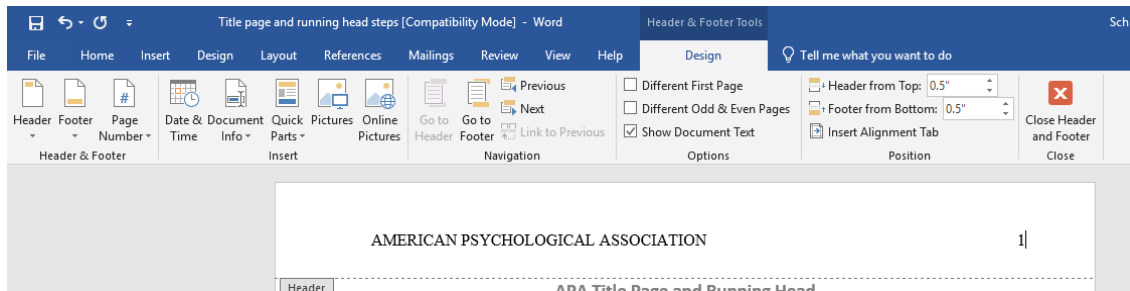
3. Now, select “Insert Header.” Select “Blank” style.
4. Now insert page numbers; select “top of page – plain number 3.” Page numbers will now appear in upper, right margin.



5. Confirm that the font matches the body of your paper.
6. If you also need to add a running head, keep the header open. Be sure the cursor is sitting **adjacent** to the page number and 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.



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.