How to Set APA Headers (for cover sheet and subsequent pages)

in MS Word 2010

For Cover Sheet:

1. Click “Insert,” then “Header,” then “Edit Header” and check the box at the top that says “Different First Page.”

2. Type the following: Running head: YOUR RUNNING HEAD IN CAPS

3. Hit Tab key twice. Type a “1”.

4. Click out of header or click “Close Header/Footer”.

For second and subsequent pages:

1. Go to second page.

2. Click “Insert,” then “Page Number.” Choose “Top of Page,” then choose third option. A “2” appears.

3. Without hitting the space bar, type the YOUR RUNNING HEAD IN CAPS in front of the “2.”

4. Hit the tab key twice to position the running head.

5. Click out of header or click “Close Header/Footer.” Correct header with consecutive numbering will appear on all subsequent pages.