APA Headers using Word for Mac

A standard header for a manuscript in APA Style should include the shortened title of your paper in all caps in the top left corner and the page number in the right. The first page should also include Running head: preceding your title. Completed it will look like this:

1. To create your header using Microsoft Word on a Mac, open your document and double click near the top of the page where the header should go. In the ribbon at the top Header Footer will appear between Home and Layout.

2. From the Header and Footer section, select the Header button then choose Basic (All Pages) from the choices that appear. Check the box for Different First Page.
3. On the first page, replace the left [Type text] placeholder with **Running head**: SHORTENED TITLE OF YOUR PAPER. Notice that only the R in Running head is capitalized and the title of your paper should appear in all caps. Highlight the right [Type text] placeholder and click the Page # button in the ribbon above. Finally, delete the centered [Type text] placeholder.

Repeat these steps on the 2nd page, omitting "Running head" so that only the shortened title of your paper appears.