RUNNING HEAD GUIDE

## WHAT IS AN APA STYLE RUNNING HEAD?

A running head is a heading printed at the top of each page of a document or book. An APA running head consists of a paper's title -or a shortened version of a paper's title- typed in all capital letters. This title is typed in the header area of the document and aligned flush left.

If your title is more than 50 characters (including spaces and punctuation) a shortened version of the title is required. APA also requires that the phrase "Running head:" appear without quotation marks prior to the first use of the running head. This is most frequently seen on the title page.

## HOW TO INSERT AN APA STYLE RUNNING HEAD USING MICROSOFT WORD OR GOOGLE DOCS

1. Use the INSERT function in Microsoft Word or Google Docs to insert a page number in the top right corner of the document.
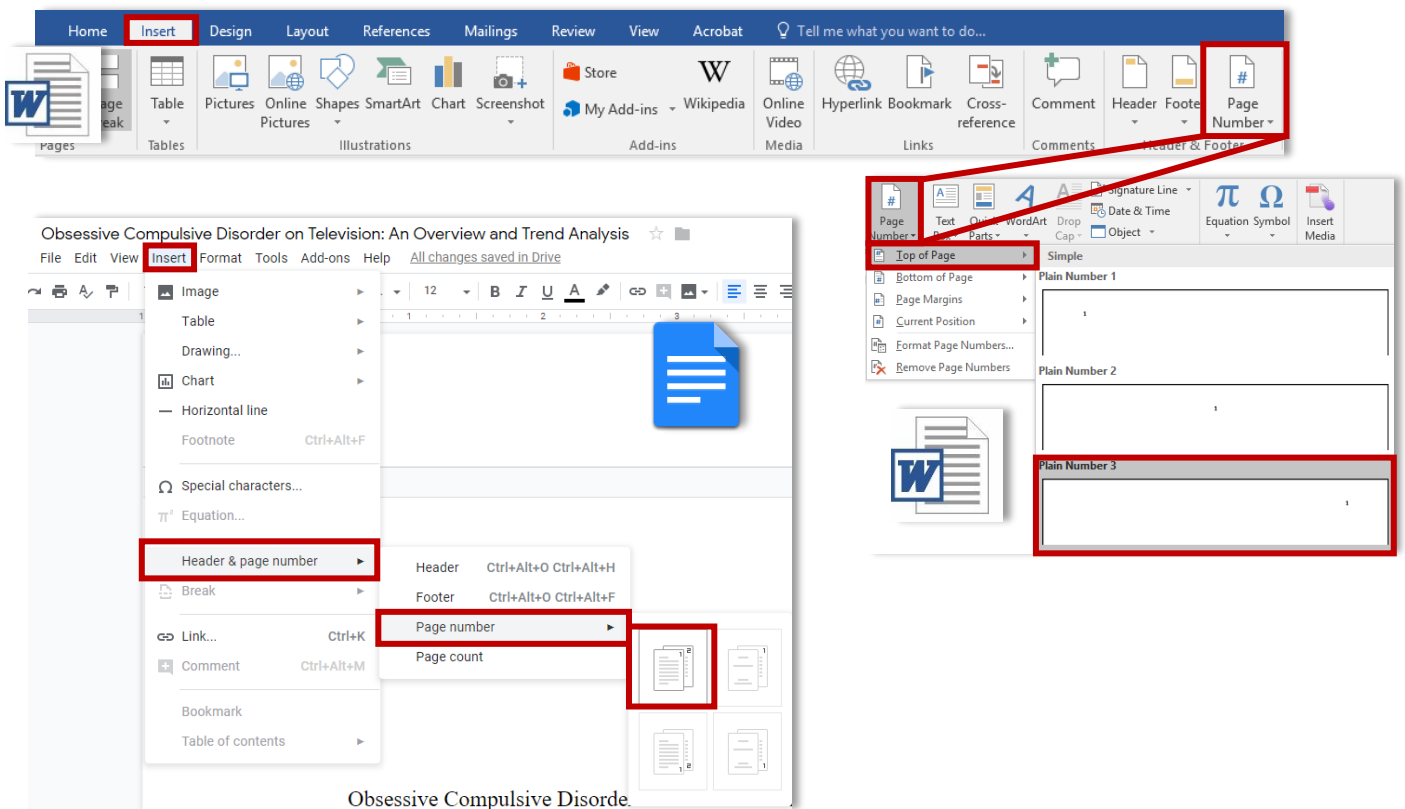
2. Select "Different First Page" in the Word toolbar or "Different first page" just below the Google Docs header.
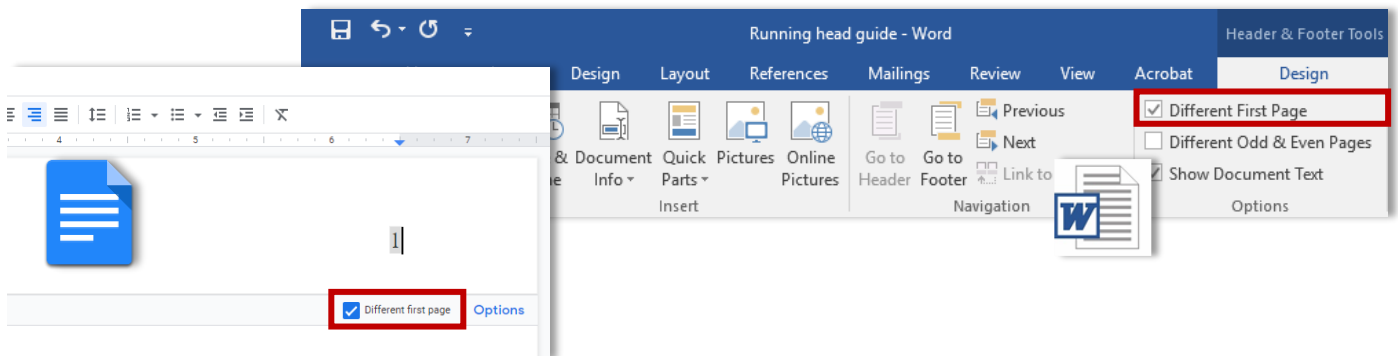
- If using Google Docs, it may be necessary to select **Headers & Footers** on the FORMAT dropdown menu. Specify **0.5** inches from top in the dialogue box.
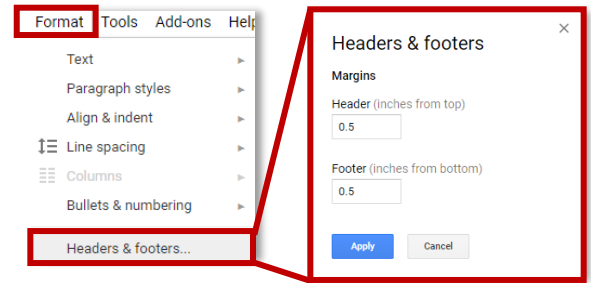
3. In the upper left corner of the header, type "Running head:" without quotation marks.
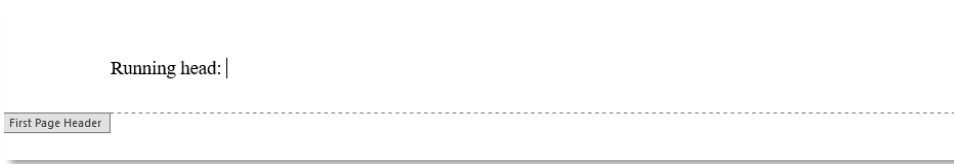
4. Add a space after the colon. Press the **CAPS** key to turn on caps lock. Type the title or shortened version of the title in all capital letters.
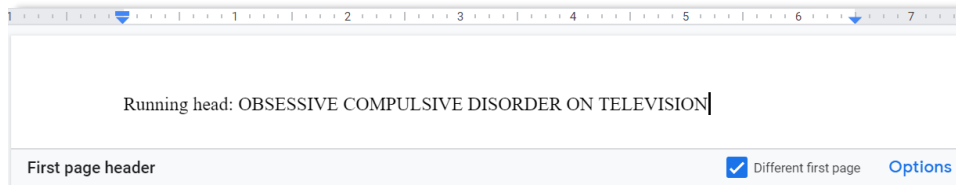
Note: The shortened version of the title should not necessarily be the first words of the title. It should reflect the subject of the work. Do not use partial words.

5. Copy the TITLE but NOT the "Running head:"

6. Use the tab key or space bar to move the cursor to the right side of the page. On the same line as your title, in the upper right corner, add a number one (1).
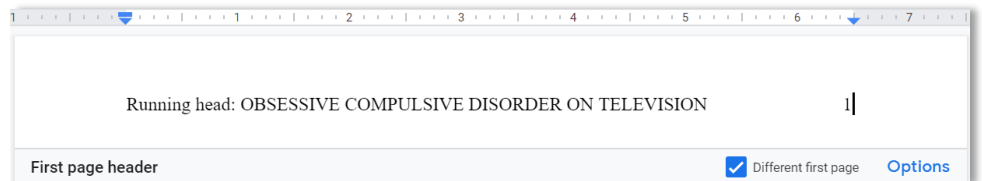
7. Ensure the typeface and font size are consistent with those used in the text (Times New Roman, 12pt.)

8. Go to the second page of your document.

9. Double-click in the header and place your cursor to the left of the page number.

10. PASTE the copied title and ensure the font size and typeface are correct.

11. Use the tab key or space bar to align the title to the left margin. The page number stays on the right.
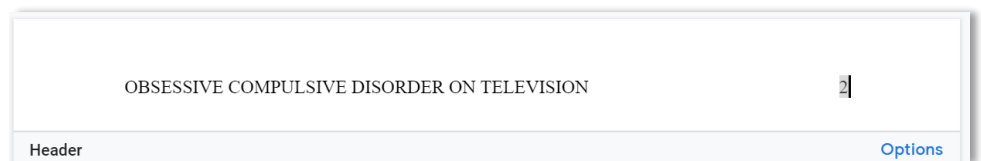
12. Close the header by double-clicking into the body of the document.