Formatting a Word document in APA Style is not intuitive, but it is easy and straightforward. APA Style requires that papers have a running head on each page. The running head is the abbreviated title of the paper. The first or title page has the phrase "Running head:" on that page only. "Running head:" is followed by the paper's abbreviated title, in all caps. All other pages have only that paper's abbreviated title, again in all caps. The APA *Manual* says, "The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words" (p. 229). Pages are numbered starting with the first page, which is numbered "1". The *Manual* also says: "Use the automatic functions of your word-processing program to generate headers and page numbers for your file. (Do not type these manuscript page headers repeatedly in your word-processing file)" (p. 230).

Follow these steps to set your running head and page numbers:

1. Open a new Word document

2. Choose Insert, Header, Blank

3. Select "Different First Page"

4. Type the header for your first page, e.g., Running head: MY ABBREVIATED TITLE

5. Click "Insert Alignment Tab"

6. Select "Right" and click the "OK" button

7. Under "Quick Parts" choose "Field..."

8. Under "Field names" select "Page" and click the "OK" button

9. Double-click in the body of your paper

10. Move to the second page of your document

11. Repeat Steps 2 through 9 except put "Running head:" on the first page only