The header section above contains a properly formatted title page running head. All pages after the title page do not add the text “Running head:”. These steps will help you accomplish this feat.

Steps to successfully creating a title page with proper running head (the method I use – but if you have a better way, feel free to use it):

One thing to note – the proper words are “Running head:” – NOT “Running header”, or “Running Head”. The word is “head”, and the “h” is lower case.

1 – Access the ‘Header” by double clicking on the top-most portion of the page in Word.

2 – The very 1st thing to do is click on “Header Option = Different First Page”

2 – Next, I “Insert” the page #, upper right.

3 – Next, I back space to the left margin and type “Running head: ....”. Note: the words Running head only uses a capital letter for the 1st letter of the word “Running”. The actual “Running head” only uses the 1st few words of the document title as the running head, and all letters after the “:” are capitalized. Then, tab the page # over to the far right. The words “Running head” do NOT appear on subsequent pages in a properly formatted APA header.

4 – I then go to the 2nd page and add the “different” header.

5 – Double click on the top-most portion of the 2nd page. Again, the 1st thing to do on page 2 will be to add the page #.

6 – Back space to the left margin and add the text in the Running head after the “:” colon. In this example, it would only be the “STEPS TO SUCCESSFULLY”.

7 – Then, tab the page # to the far right.

8 – Be sure to change the typeface in the header section to be Times New Roman 12 point to match the rest of the document.

These steps should help you create the “Running head”. See the next page to view how this paper’s header would look for all pages after the 1st page.

Please review the “Sample” APA paper I sent already. Also, review APA Manual, 6th edition, page 41 for a correct use of Running Head, and the remainder of the title page.

I hope this helps!

Dr. S.

(See below).
The second page header does not carry the text “Running head.” And, you must change the typeface here, too.