

**Wellehan Library**  
**Saint Joseph's College**  
**APA Formatting Using Microsoft Word for Mac**

The Running head is labeled “Running head” only on the title page. For this reason, a different header is needed for all pages after the title page.

Use these instructions to set up the “Running head” in Word.

**“Running head” Labeled on Title Page**

Open a Word document.

Click on “Insert.”

Click “Header” then “Edit header.”

Below the “Header & Footer” tab, select “Different First Page.”

Click “Page Number” then choose “Page Number.”

Choose a Right alignment and check the box for “Show number on first page.”

Click “OK.”

Be sure that the box for “Different First Page” remains checked on the “Header & Footer” tab.

With cursor flush with the left margin, type your Running head labeled as “Running head:”

Click “Close Header and Footer.”

**“Running head” Unlabeled on All Pages after Title Page**

Next, scroll to the second page of the paper.

Click on “Insert.”

Click “Header” then “Edit header.”

Click “Page Number” then choose “Page Number.”

Choose a Right alignment and check the box for “Show number on first page.”

Click “OK.”

Be sure that the box for “Different First Page” remains checked on the “Header & Footer” tab.

With cursor flush with the left margin, type your Running head unlabeled.

Click “Close Header and Footer.”

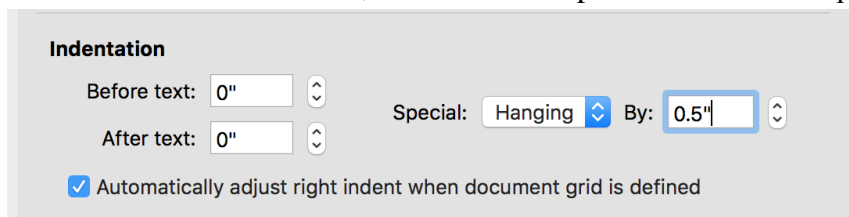
**Creating the Hanging Indent for the References Page**

Remember to center the heading “References” at the top of the page.

Select the text of your references.

On the Word menu bar at the top of the application, choose “Format” then “Paragraph.”

In the “Indentation” section, click on the drop down menu for “Special.”



Click on “Hanging.” Ensure that the “By:” field reads 0.5”.

Click OK at the bottom of the screen.