

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

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 on “Header” and then click on “Edit header.”

Below the “Design” tab, select “Different First Page.”

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

Tab over to the right margin.

At the top of the page, click on “Page number.”

Click on “Current Position.”

Select the “Plain number” option. The page number will appear in the correct location.

Click on “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 on “Header” and then click on “Edit header.”

With the cursor flush with the left margin, type the Running head without labeling it.

Tab over to the right margin.

At the top of the page, click on “Page number.”

Click on “Current Position.”

Select the “Plain number” option. Your page number will appear in the correct location.

Click on “Close Header and Footer.”

Creating the Hanging Indent for the References Page

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



Click on the Paragraph dialog box launcher.

In the “Indentation” section, click on the drop down arrow below “Special.”

Click on “Hanging.”

Click OK at the bottom of the screen.