

APA Title Page & Running Head

Creating a Title Page, Running Head, and Page Numbering Using Microsoft Word

Title Page

Format your title page according to the model on the reverse side. The header and page number, which appear in the upper-right hand corner, will be inserted automatically if you use the steps below. Click on the centering formatting button. Then, at the top of the page, type “Running Head:” and the title of your paper in uppercase letters. About half way down the page, type the title of your paper, your name, and Saint Joseph College, pressing “enter” after each one. (Check your professors’ formatting requirements. Some may also require you to add the date, the course name, and the professor’s name below this information.)

Linking Title and Reference Pages to the Body of the Paper

If your title page and reference pages are not already part of the file that contains the text of your paper, you need to copy and paste them into the file. Use the Copy and Paste commands to create one consecutive file with your title page, body of the paper, and reference page. You could also “insert file.” (If needed, insert page breaks to separate the title and the reference pages from the body of the paper. Place the cursor where the page breaks are needed, and hit the “Ctrl” and “Enter” keys.)

Inserting the Running Head and Page Numbering

Place your cursor at the beginning of the file. Select “View” from the pull down menu and select “Header and Footer.” A box with a dotted line will pop up at the top of your page, which is the “header” box. You will work inside of this box to insert your running head and page number. On the tools menu on the top of your screen, look for the “Right Align” button. (To the right of “**B I U**,” tools, select the button to the right of the center one. The button shows horizontal lines that are jagged on the left and straight on the right side.) When you have clicked on the “Align Right” button, your cursor will move to the right side of the page, where you need to type a shortened title of your paper into the header box. (See sample on the reverse side.)

You are now ready to insert automatic page numbering. Put five spaces after your shortened title before adding the page number. The pop up menu on the Header screen has a tool bar with a button that has “#” on it. Click on this icon. On the next screen, be sure page numbering is set for the top of the page, right-hand corner. (In the APA style, the title page is the first page.)

Need Additional Details?

Consult section 5.15 of the *Publication Manual of the American Psychological Association, Fifth Edition*.

Running head: INDIVIDUAL DIFFERENCES IN BIMODAL PROCESSING

Individual Differences in
Bimodal Processing and Text Recall

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