APA formatting requirements ask students to use page numbers and headers in their papers, including what is called running heads. This information assists reader as they progress through your paper. To create this running head correctly, follow each section’s directions in order.

Note that some types of papers, like dissertations and KAMs, deviate from the normal APA formatting. This formatting is found in the templates for these specific types of papers. If you are not sure how to use the Writing Center’s templates, view the video on the right-hand side of the page or the archived webinar “Using the Walden Doctoral Capstone Templates.”

Pagination

APA asks that page numbers be included in the upper-right corner of each page. Writers should insert page numbers before inserting a header.

To insert page numbers:

1. Under the “Insert” tab, choose “Page Number,” then “Top of Page” and the “Plain Number 3” option
Header

APA asks that an abbreviated form of the title of your paper (in all caps) be included in the header of a paper. This is inserted after writers have inserted the page numbers.

To insert a header:

1. If the cursor is not already in the header portion of the page, double click by the page number, which will insert the cursor in the header

2. Place the cursor to the immediate left of the page number

3. Type in the abbreviated title in all caps, hitting the “Tab” key twice to move the title to the left side of the header

Running Head

On the first page of your paper, APA asks writers insert a running head. This running head only appears on the first page of a paper.

To insert a running head:

1. With the cursor in the header portion of the paper, choose “Different First Page”
2. Writers can now insert the words “Running head:” (noting the capital “R” and the colon that follows “head”), which will add these words to the first page’s header, but will leave all subsequent pages’ headers with just the abbreviated title and the page number.

3. Lastly, writers should ensure that the font style and size of the running head and page numbers are the same as the rest of the paper, typically Times New Roman size 12.