

**CREATING AN APA STYLE TITLE PAGE
(AND OTHER FORMATTING TIPS)
Using MS Word 2003**

The Running Head:

- Click on the **View** tab near the top left corner of the screen. A scroll down menu will appear.
- Select **Header and Footer**.
- A blue Header and Footer menu will appear in the middle of your page. Click on the icon that looks like an open book (the **Page Setup** icon).
- When the Page Setup menu opens, click on the **Layout** tab.
- Halfway down the Layout menu, under Headers and Footers, check the box marked **Different First Page**. Then click **Okay** at the bottom of the menu. (This will allow you to create a header on your title page that is different from the header on the other pages of your paper.)
- At the top of your page there will be a dotted line rectangle that should now be labeled "First Page Header." In that box, type "Running head:" and then the title of your paper in all capital letters.
- Hit the **Tab** key twice to move the cursor to the far right corner of the dotted line rectangle.
- Go back to the blue Header and Footer menu, which should still be in the center of your page, and select the icon that looks like a page with a # sign (the **Insert Page Number** icon). The page number should appear in the upper right corner of your header.
- Hit **Close**, on the right side of the blue Header and Footer menu. Your title page header is complete.

Completing the Title Page:

- Click on the **Format** tab at the top of the page and select **Paragraph** from the scroll down menu.
- A Paragraph menu will appear. Under Spacing (about halfway down the menu) go to **Line Spacing** and select **Double**.
- Still in the Paragraph menu, under General and **Alignment** (near the top of the menu), select **Centered**. This will center your text in the middle of the page. Click **Okay** at the bottom of the menu
- Hit the **Enter** key about five times.
- Type the title of your paper, in upper- and lowercase letters. (APA recommends that your title be no more than twelve words in length and that it not contain abbreviations. Your title may take up one line or two.)
- Hit **Enter**, and on the next line type your name.
- Hit **Enter**, and on the next line type the university's name. (Please note that some teachers would prefer that you include the course name and date, so please check with your instructor.)

Formatting the Rest of the Paper:

- To start a new page, hold down the **Ctrl** key and hit **Enter**. You should now be on page 2.
- To create the header for the rest of your document, click on the **View** tab, and select **Header and Footer**. The dotted line rectangle and blue Header and Footer menu will appear again. Follow the Running Head instructions above, but this time, just type your paper's title in all capital letters (the words "Running head:" should only appear on the title page). Once again, include the page number in the upper right corner.
- If your teacher wants you to write an abstract, it should appear on page 2. If you are including an abstract, type the word "Abstract" on the first line (it should still be centered). Hit **Enter**.
- Click on the **Format** tab and select **Paragraph**. In the Paragraph menu, under General and **Alignment**, select **Left**, then hit **Okay**. This will align the remainder of your text with the left margin of the page.
- Type your abstract without indenting. (An abstract should be a single paragraph of 150 to 250 words that summarizes key points in your paper.) Hold down **Ctrl** and hit **Enter** to start the next page.
- Go back to the **Format** tab, select **Paragraph**, and under General and **Alignment**, select **Center**. Hit **Okay**. Type the title of your paper in upper- and lowercase letters.
- Go back to the **Format** tab, select **Paragraph**, and under General and **Alignment**, select **Left**. Indent by hitting the **Tab** key and start the first paragraph of your paper.
- Follow the alignment instructions above any time you need to center a heading or return to left alignment for your text. If you want to change the alignment on something you have already typed, use your mouse to highlight the appropriate section of your text and follow the instructions as written.

*For examples of how an APA style paper should look, go to the Purdue University Online Writing Lab at <http://owl.english.purdue.edu/owl/resource/560/01/>