

**CREATING AN APA STYLE TITLE PAGE
(AND OTHER FORMATTING TIPS)
Using MS Word 2010
Updated 10/2011**

The Running Head:

- Click on the **Insert** tab near the top left corner of the screen.
- Click on **Header** (about halfway across the Insert menu). A scroll down menu will appear.
- Select the second option, **Blank (Three Columns)**.
- A “Header & Footer Tools: Design” menu will appear at the top of the screen (above your paper). Check the box marked **Different First Page** (about halfway across the menu, under Options). 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.
- Click on the top left of the page, above where it says “First Page Header.”
- Type “Running head:” and then the title of your paper in all capital letters.
- Click the Tab key until your cursor is in the top right corner of the page.
- Look back up at the Header & Footer Tools: Design menu at the top of the page, and click on **Page Number**(near the far left of the menu). A scroll down menu will appear.
- Click on **Current Position**. Another scroll down menu will appear. Select the first option, **Plain Number**. The page number will appear, replacing the far right “Type text.”
- On the far right side of the Header & Footer Tools: Design menu, click on **Close Header and Footer**. Your title page header is complete.

Completing the Title Page:

- Click on the **Home** tab near the top left of the screen.
- About halfway across the menu will be the word “Paragraph,” with a small arrow in the lower right corner next to it. Click on that arrow. A Paragraph menu will appear in the center of your screen.
- Under General and **Alignment** (near the top of the menu), select **Centered**. This will center your text in the middle of the page.
- Still in the Paragraph menu, under Spacing (about halfway down the menu), go to **Line Spacing** and select **Double**. Also under Spacing, make sure the **0 pt** is selected under **Before** and **After**. 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 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 **Insert** tab and select **Header**.
- Click in the top left corner of the page. Now type your paper's title in all capital letters (the words "Running head:" should only appear on the title page).
- Follow the instructions above to add the page number to the top right corner of the page.
- 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 **Home** tab and then on the little arrow next to the word "Paragraph" (about halfway across the menu). The Paragraph menu will appear. Under General and **Alignment**, select **Left**, then hit **Okay**. This will align the remainder of your text with the left margin of the page. (Another way you can change the alignment is to click on the icons above the word "Paragraph" that look like lined boxes. The one on the left will left align your text, and the one next to it will center your text.)
- 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.
- Hit the little arrow next to the word "Paragraph" again. In the Paragraph menu, under General and **Alignment**, select **Center**, then hit **Okay**. (Or use the icons above the word "Paragraph.") Type the title of your paper in upper- and lowercase letters.
- Hit the little arrow next to the word "Paragraph" again. In the Paragraph menu, under General and **Alignment**, select **Left**, then hit okay. (Or use the icons above the word "Paragraph.") 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/>