

### To Put a Header in an APA Paper

- Double spacing is needed throughout the paper for APA.
- Insert            Header            Blank
- Before typing, click Page # icon on left side of toolbar
- Top of page    Plain #1
- Type the words in ALL CAPITAL LETTERS that will appear in the header on **page 2**.
- Tab twice to move the page # to the far right.
- Check box “Different First Page” near center top of toolbar. (A new blank page will appear.)
- Type - Running head: TITLE LESS THAN 50 CHARACTERS
- Tab cursor to far right and type 1 for page number.
- Close header by clicking the red box.

### Title Page

- Press the Enter key 6 times.
- Center the title capitalizing the first letter of major words.
- Push Enter and type your first and last name.
- Push Enter and type Viterbo University.
- Go to Insert on the menu bar; select Page Break.

### Page 2

- Center the title one inch from the top of the paper.
- Push Enter.
- Return to “Home” on menu bar.
- Select left justified icon.
- Push Tab to indent paragraph.
- (If an abstract is required, consult page 25 of the *APA Publication Manual, 6<sup>th</sup> Edition*.)