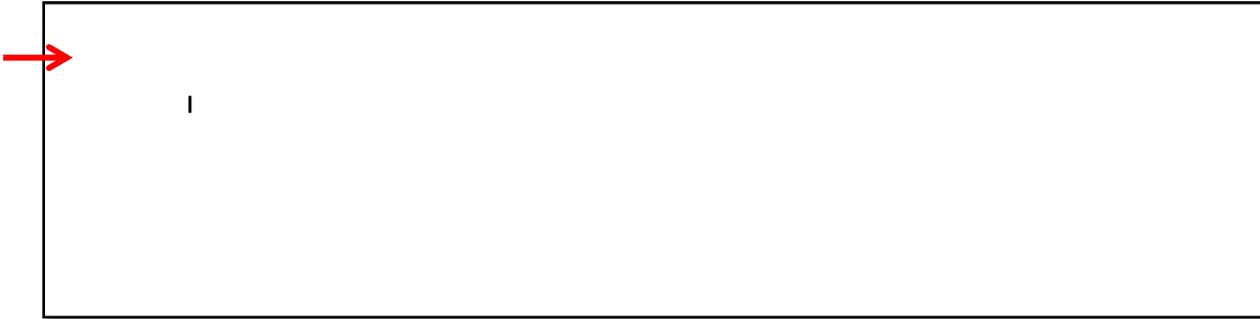


CREATING A TITLE PAGE IN APA 6TH EDITION FORMAT

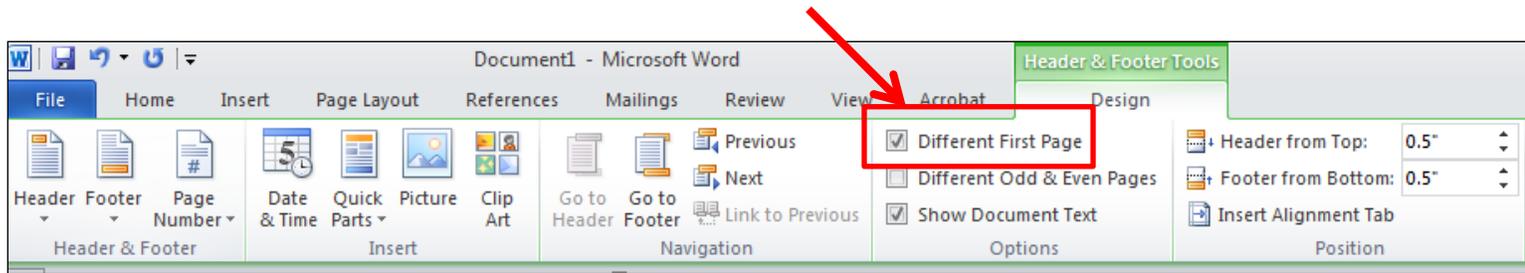
STEP ONE

Using MICROSOFT WORD, change the font to Times New Roman, Size 12
INSERT HEADER (double click ABOVE the cursor):



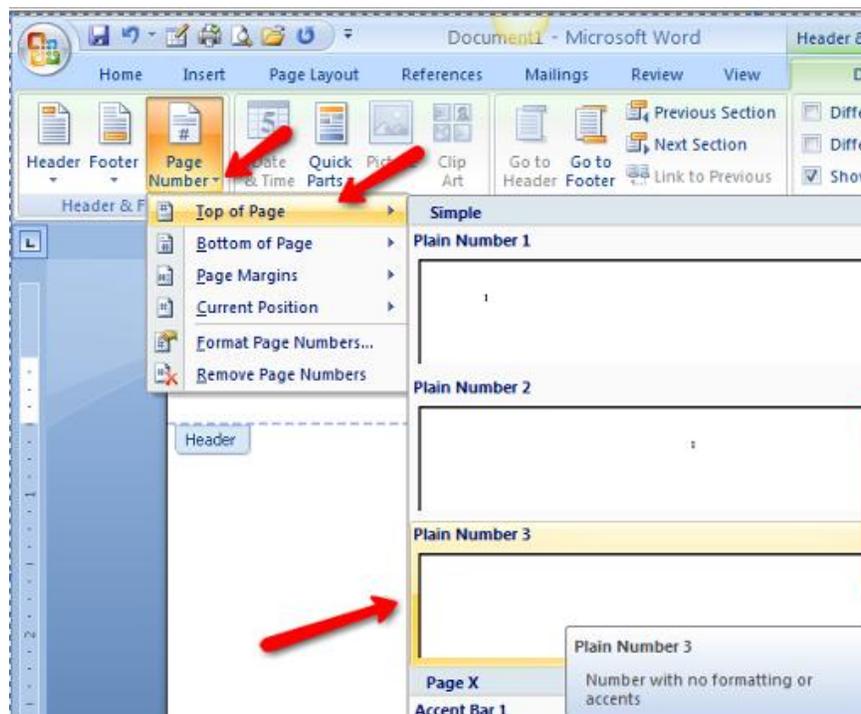
STEP TWO

SELECT the 'Different First Page' box



STEP THREE

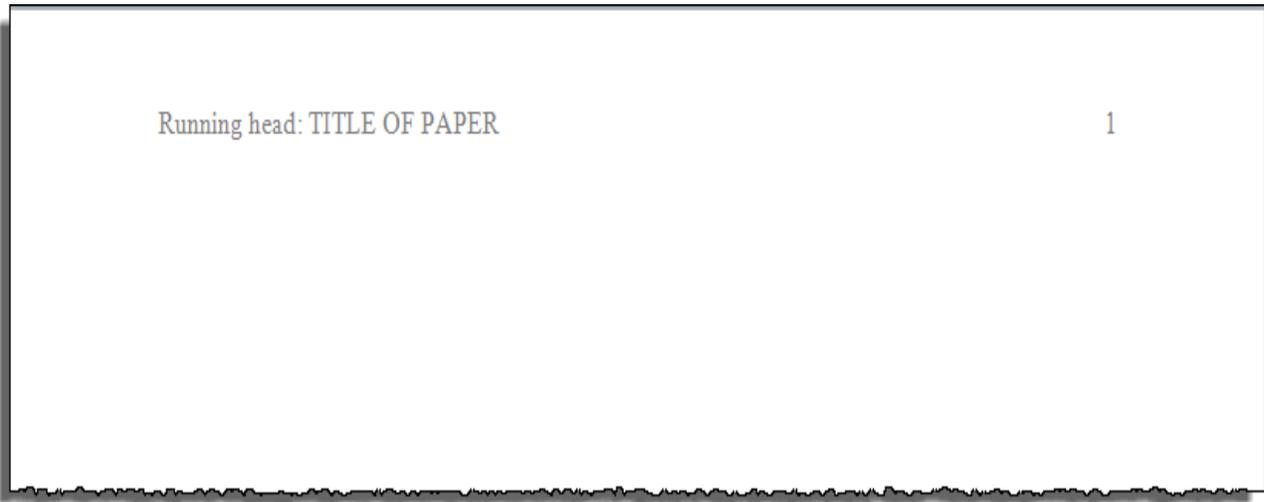
SELECT 'Page Number' (Page Number → Top of Page → Plain Number 3)



STEP FOUR

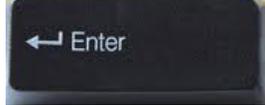
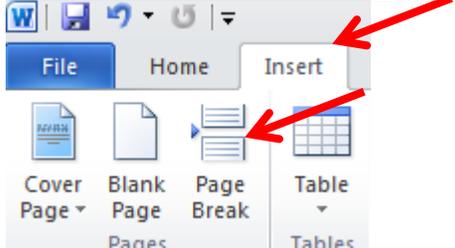
Type: 'Running head: TITLE OF YOUR PAPER' and push the Tab key twice.
Close the header (double click below the dotted line).

It should look like this:

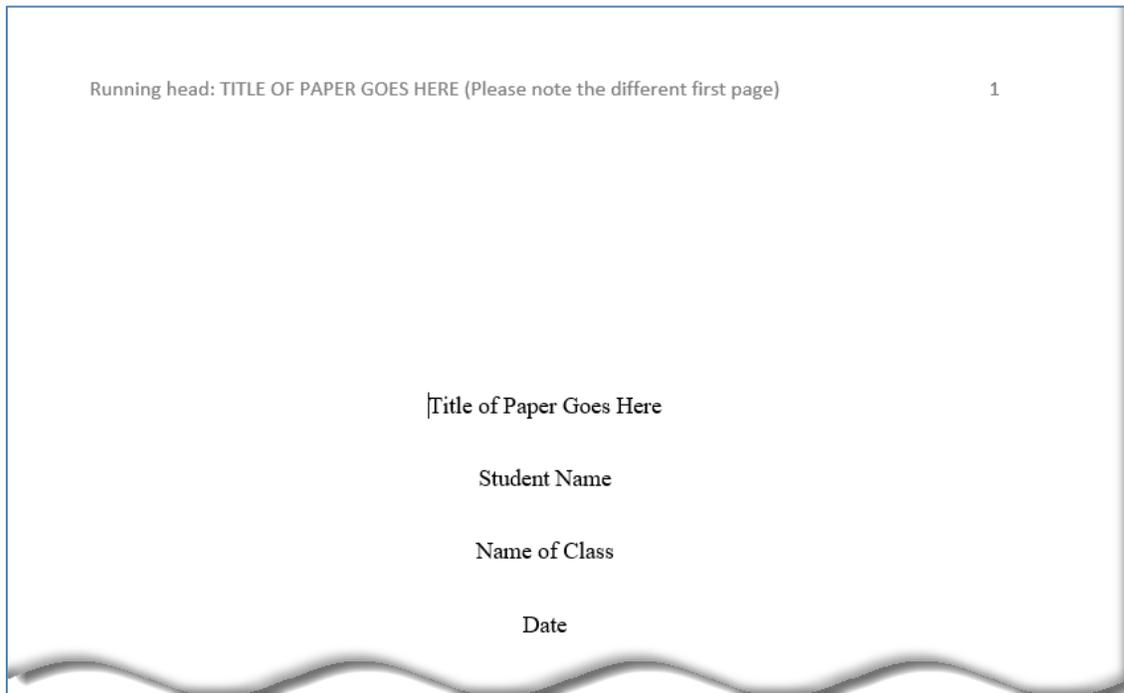


STEP FIVE

Create the BODY of your title page:

Push the Enter key 10 times (for single spaced) or 5 times (double spaced)	 Your title should start about 1/3 down the page
Click on the Center tab	
Type the title of your paper Type your name Type the class name and number Type the date	My Fabulous Paper Madeline Copp English 101 October 1, 2020
Press Enter	
Click Insert and Page Break	

Your title page should look like this:



CREATING A 2ND PAGE IN APA 6TH EDITION FORMAT

Create Page 2

Double-click into the header

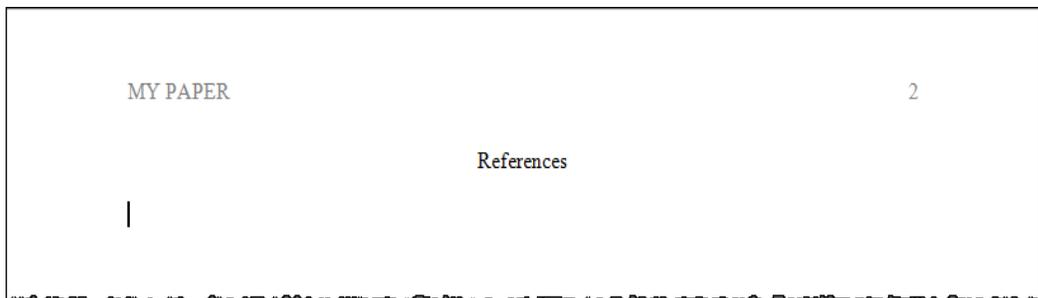
SELECT PAGE NUMBER (Page Number → Top of Page → Plain Number 3) – see above

Type the title of your paper in upper case and hit the tab twice then close the header.



Press Enter, center the text (if needed) and type 'References'.

Press enter, and then align text to the left.



You will find a video at the following website (although the page number is done differently):
Hess, A.L. (2013, March 12). How to Create an APA Running Head in MS Word [Web log]. Retrieved from
<http://gypsydaughteressays.blogspot.com/2013/03/how-to-create-apa-running-head-in-ms.html>