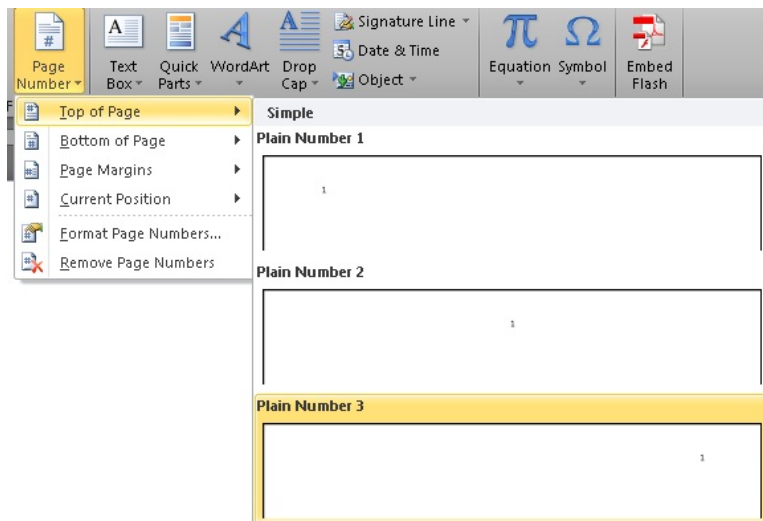


Creating MLA and APA Headers in Microsoft Word

Microsoft Word works differently on PCs and Macs. This handout will explain how to create headers using both versions of the program. Because MLA and APA have different conventions of what are necessary in headers, both formats will be described.

PC

MLA – At the top of the screen, select **Insert** (or double click the top of the page) followed by **Page Number**. From the drop-down menu, mouse over **Top of Page** and click on **Plain Number 3** which will align the page number to the upper right corner.

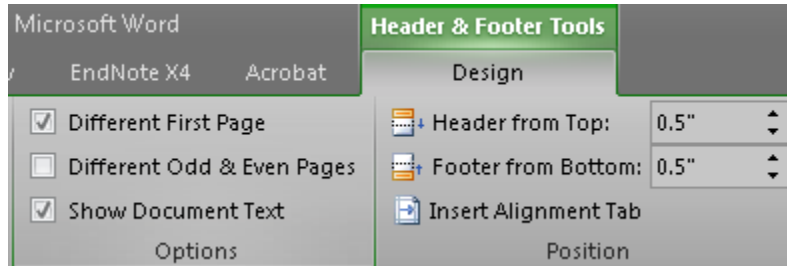


To the right of the page number, type your last name. The font should be the same as the rest of the document, and no punctuation between the page number and your last name is necessary.



APA – At the top of the screen, select **Insert** (or double click the top of the page) followed by **Page Number**. From the drop-down menu, mouse over **Top of Page** and click on **Plain Number 1** which will align the page

number to the upper left corner. This will also bring up **Header & Footer Tools**. Under **Options**, make sure “Different First Page” is checked.



To the left of the page number, type “Running head:” followed by the paper’s title in all caps. The running head cannot exceed fifty characters, so it may be necessary to shorten it from the original title. With the cursor immediately to the left of the page number, hold shift and press tab until the page number is aligned to the right.

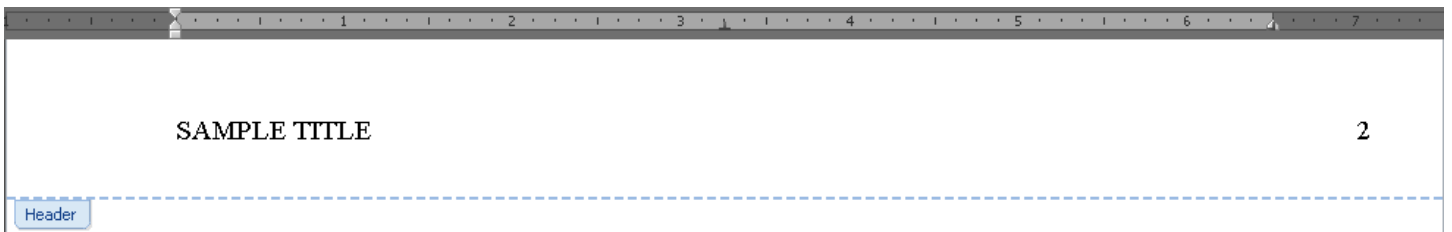


Running head: SAMPLE TITLE

1

Header

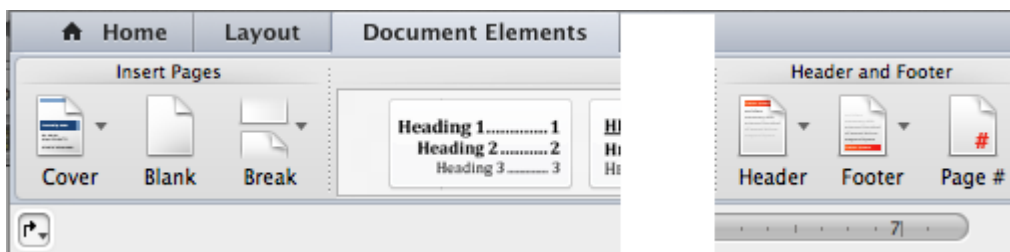
On the second page, follow the same steps as the first, but eliminate the words “Running head” from the header.



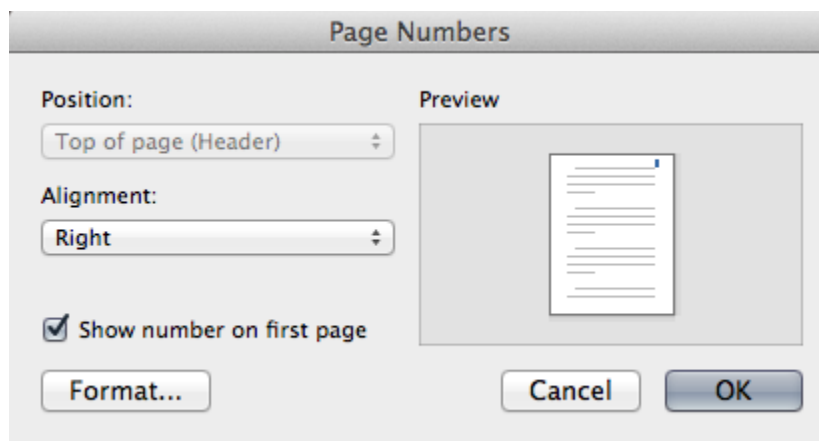
Header

Mac

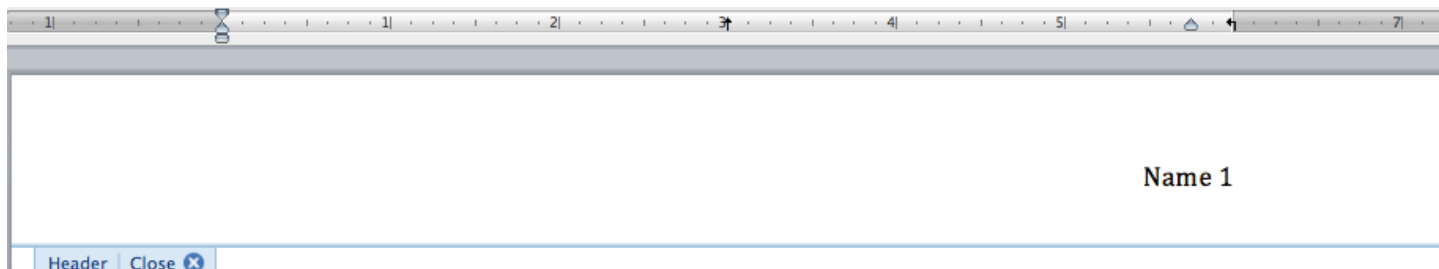
MLA – At the top of the screen, select **Document Elements** followed by **Page #**.



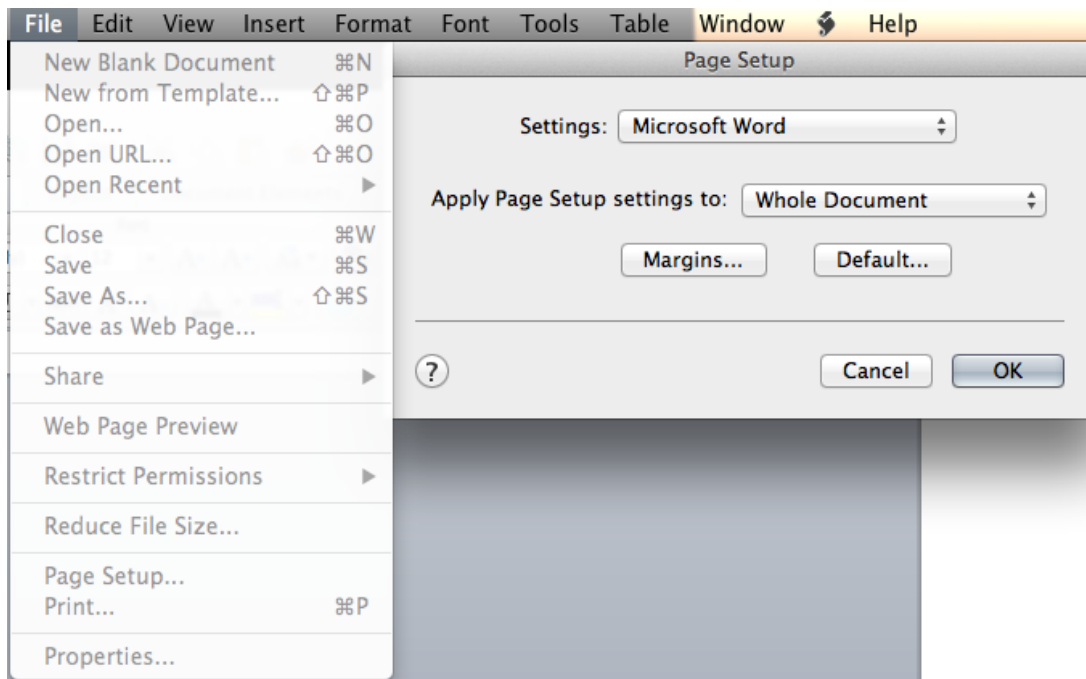
This will bring up the **Page Numbers** window. For **Position**, select **Top of Page (Header)** and for **Alignment**, select **Right**.



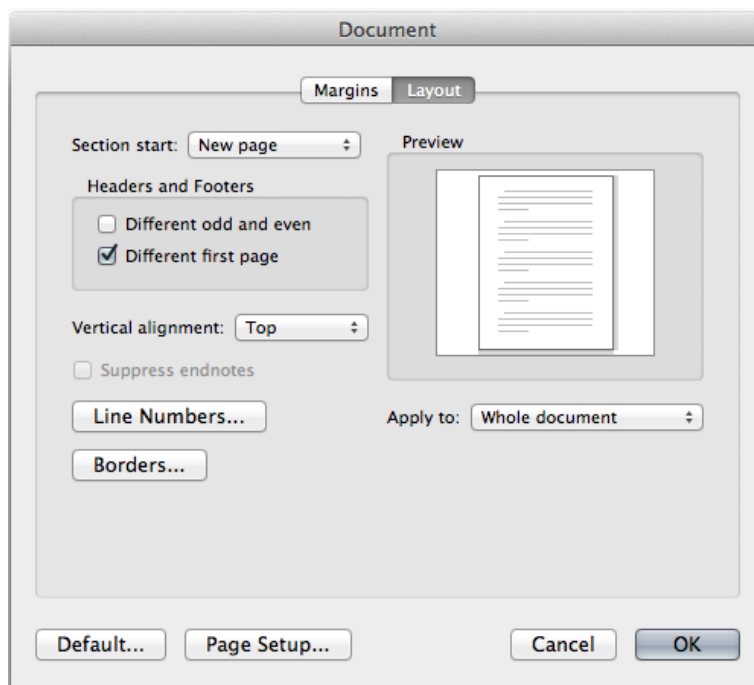
Double click on the top of the page to bring up further header options. To the right of the page number, type your last name. The font should be the same as the rest of the document, and no punctuation between the page number and your last name is necessary.



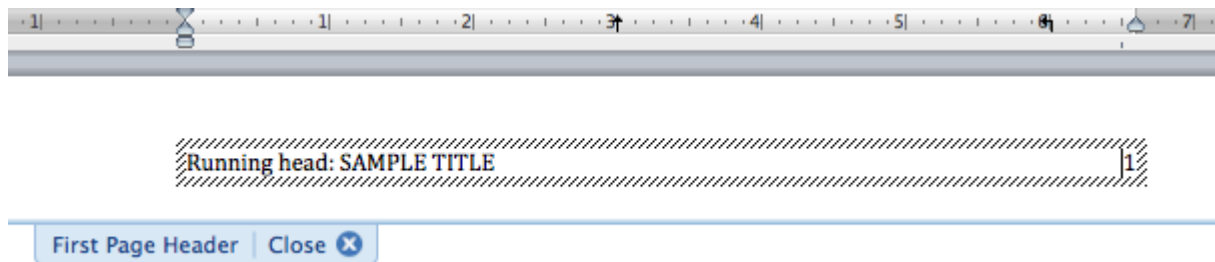
APA – At the top of the screen, click **File** and select **Page Setup**. Once a new window appears, click on the **Settings** menu and select **Microsoft Word**.



Then click on the button reading **Margins**, which will lead to a new window. Select **Layout** and you will see a section for headers and footers. Make sure “Different First Page” is checked.



With this done, select **Document Elements** followed by **Page #**. For **Position**, select **Top of Page (Header)** and for **Alignment**, select **Left**. Double click on the top of the page to bring up further header options. To the left of the page number, type “Running head:” followed by the paper’s title in all caps. The running head cannot exceed fifty characters, so it may be necessary to shorten it from the original title.



With the cursor immediately to the left of the page number, hold shift and press tab until the page number is aligned to the right. On the second page, follow the same steps as the first page, but eliminate the words “Running head” from the header.

