APA Style Running Head & Page Numbers

Pages on a MAC: ([Click here for YouTube video](#))

1. Hover the cursor over the top of the page until you see a Header box. Or, turn on Show Layout (View > Show Layout).

2. Place cursor in Header box (left margin) on the first page, write "Running head:" followed by a possibly shortened title in all capital letters. Running head titles should be no more than 12 words or 50 characters.

   - Example: "Running head: SHORTENED TITLE VERSION"
   - Use the Document Pane under the Style Tab to change all text to Times New Roman, size 12

3. Click on the right side of the header and a dialog box should appear that reads "Insert Page Number". Choose the option "1" and a page number will be inserted for you.

4. While your cursor is still in the Header Section change the inspector window to look at the Document Pane. Select the "Style" tab and look under the "Headers & Footers" heading. Unclick the box that reads "Match Previous Section".

5. Additionally, under the drop-down menu that reads "Create a New Section", select the option "After this Section". This will create a new page with the same header.

6. Now scroll down to Page 2 and click inside the Header box. Delete the words "Running head:" and scroll up to ensure that the page header on the first page did not change.