

## APA HEADER FORMAT

On page 2 of your APA style paper (the abstract) click on:

- INSERT
- PAGE NUMBER
- TOP OF PAGE
- PLAIN NUMBER 2
- Add the title of your paper in caps BEFORE the page number
- With the cursor in front of the page number, click on INSERT ALIGNMENT TAB under “Header and Footer Tools”/”Design”



In Alignment section, click on the “RIGHT” button and “OK”. This will push the text to the left and page number to the right.

To create a different header for the Title Page: while still in the Design Tab click on DIFFERENT FIRST PAGE and follow the same directions as above, **except** when typing the text before the page number, type in:

Running head: TITLE OF MY PAPER

When you double click back and forth between the header and body of your paper, one will look grayed out. When you print the paper it will print both parts in normal dark print without a dotted line.

## MLA HEADER FORMAT

On the first page of your MLA style paper click on:

- INSERT tab
- PAGE NUMBER
- TOP OF PAGE
- PLAIN NUMBER 3 (this will automatically number your pages consecutively)
- Type your last name before the page number (leave a space between)
- Click on “Close Header and Footer” (red square with “X” on right side of toolbar)
- Done!

Instructor may ask for something different on the first page, but the last name and number in upper right corner is standard on first page and all others.

