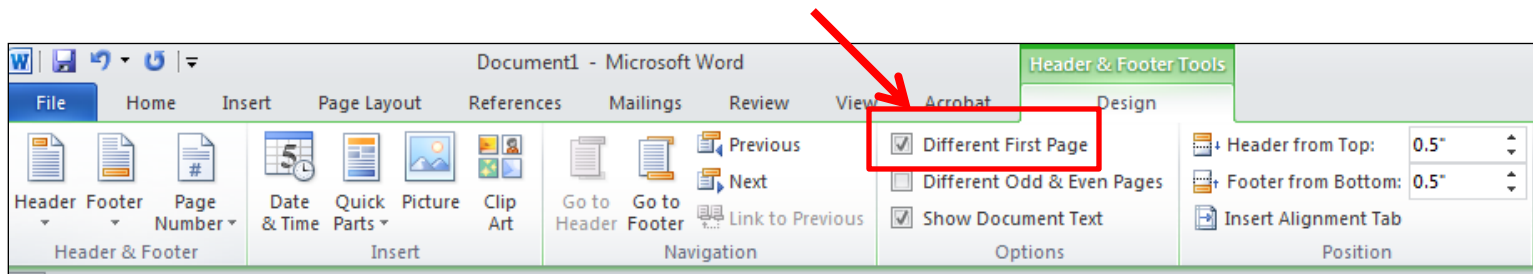


CREATING A TITLE PAGE AND 2ND PAGE IN APA 6TH EDITION FORMAT

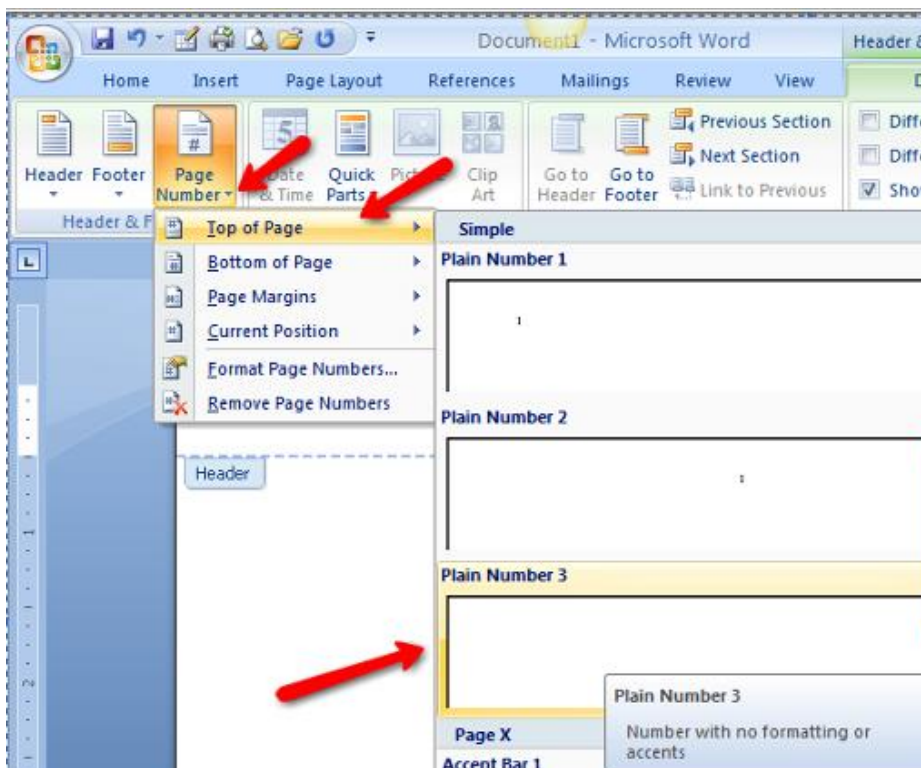
STEP ONE: Using MICROSOFT WORD, Change the font to Times New Roman, size 12.
INSERT HEADER (double click **ABOVE** the cursor):



STEP TWO:
CLICK ON “Different First Page” box



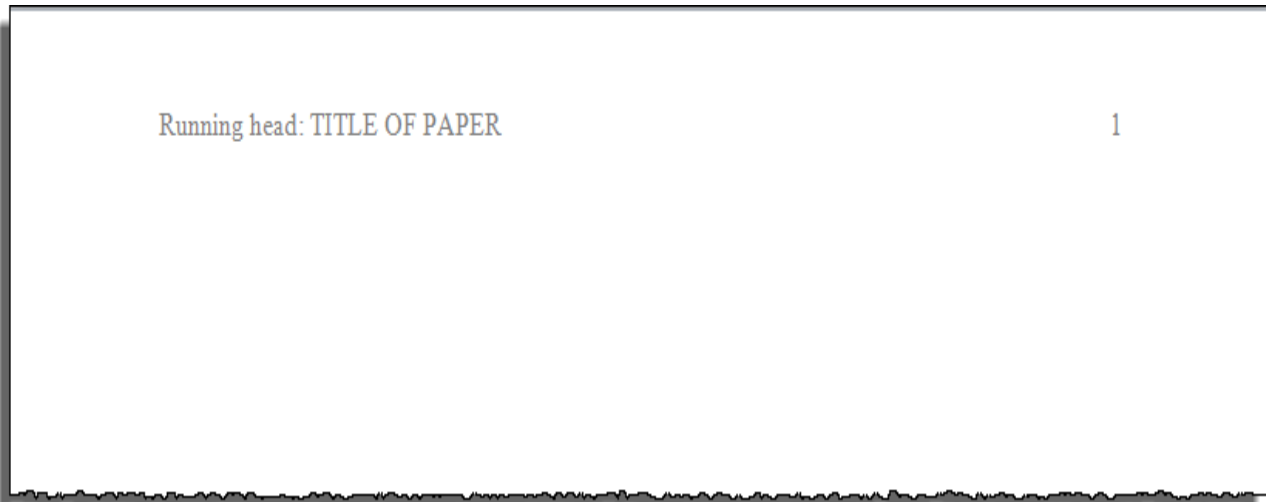
STEP THREE:
SELECT PAGE NUMBER (Page Number → Top of Page → Plain Number 3)



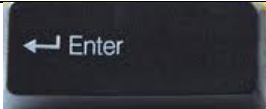
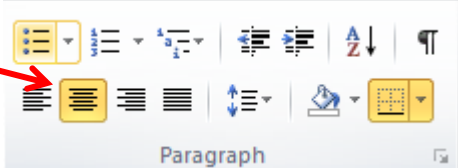
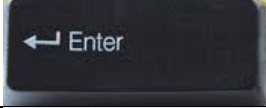
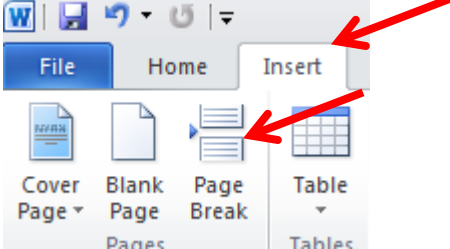
STEP FOUR:

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

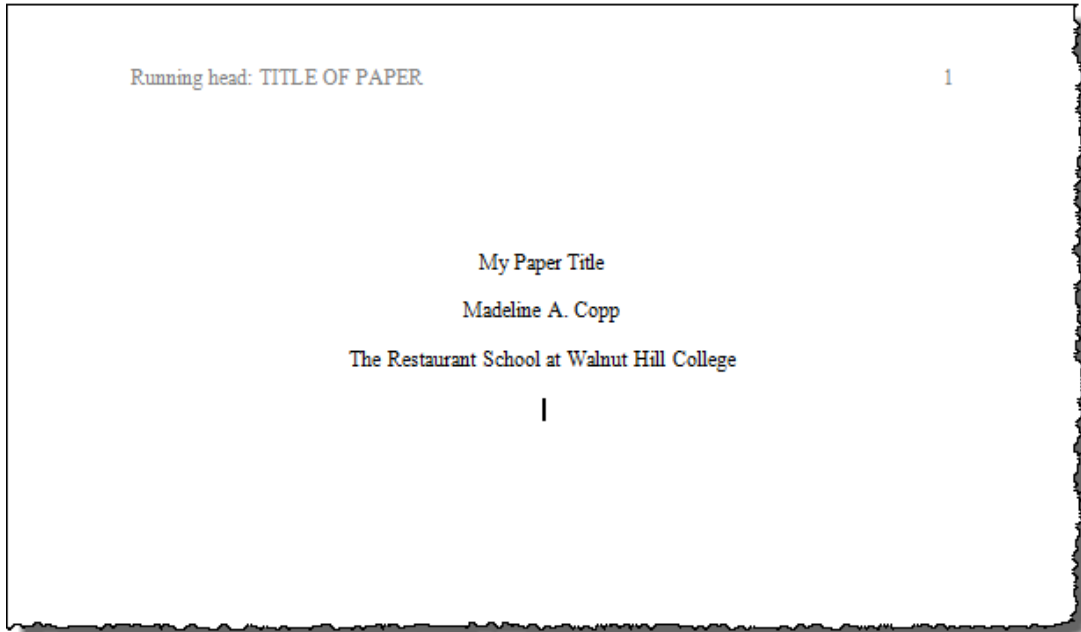
It should look like this:



STEP FIVE: Create the BODY of your title page:

Push the Enter key 10 times (for single spaced) or 5 times (double spaced)	
Click on the Center tab	
Type the title of your paper Type your name Type the name of the college (double space this part as well as everything else)	<p style="text-align: center;">My Fabulous Paper</p> <p style="text-align: center;">Madeline Copp</p> <p style="text-align: center;">The Restaurant School at Walnut Hill College</p>
Press Enter	
Click Insert and Page Break	

Your title page should look like this:



STEP SIX: Create Page 2

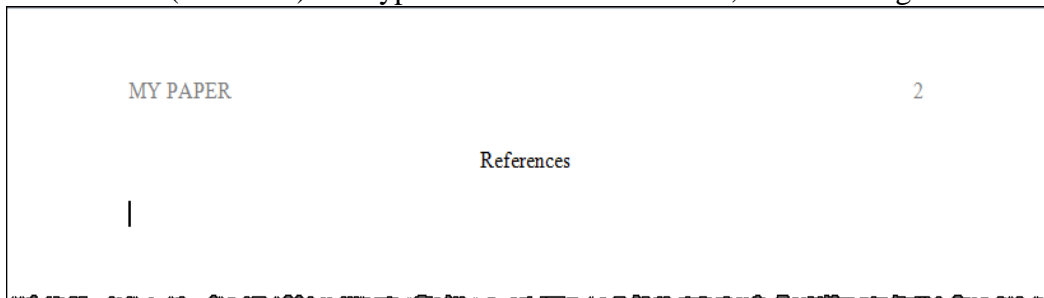
Double-click into the header

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>