

APA HEADERS AND TITLES: SIXTH EDITION

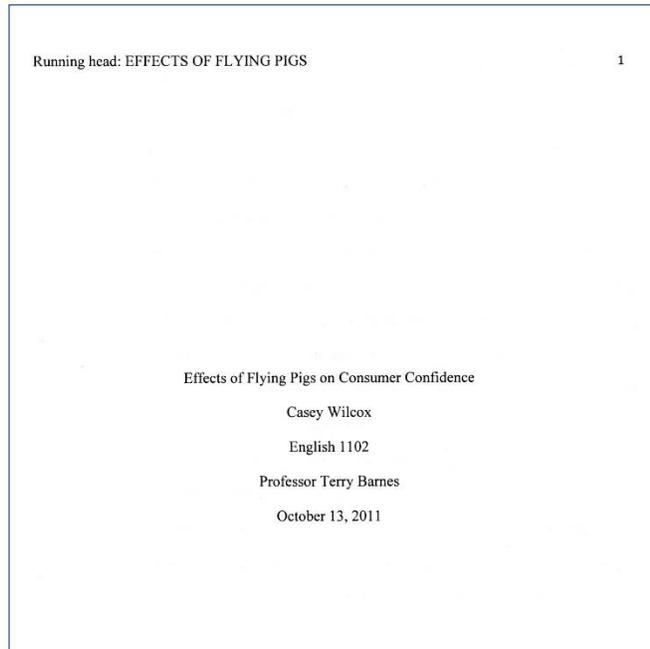
The American Psychological Association moved to the seventh edition of its style guidelines in October 2019, so **the guidelines in this handout are no longer current**. Some courses are still using the 6th edition guidelines, however, so if you need them... here they are!

A typical 6th edition APA paper has a full title and a shorter title, which is called a “running head.” If the full title is short anyway, then the running head and full titles are identical: if the full title is longer, then the running head is the first several words of the full title. An APA title should be no more than twelve words long. The running head may contain no more than fifty characters, including spaces and punctuation. It shouldn’t run over to a second line.

The running head appears on each page, but it is formatted differently on the title page than it is on later pages. To create these different headers in Microsoft Word®,

1. Start on any page **except** page 1.
2. Click the “Insert” tab and then click “Header” on the “Insert” ribbon.
3. Click “Edit header” on the pull-down menu that appears.
4. Click “Page Number” in the “Header & Footer” group. The “Header & Footer” group is at the far left side of the ribbon.
5. Select “Top of Page.”
6. Select “Plain Number 3” from the pull-down menu that appears. The correct page number will show up on your page and the cursor will be to the left of the page number.
7. Without moving the cursor, type your running head in all capital letters. Do not put the words “Running head:” in front of it. As you type it, you’ll see the words moving out towards your left margin.
8. When you’ve typed the full running head, press “Tab” until its first word is aligned with the paper’s left margin.
9. Check if your new header is in the same font and size as the rest of your page: it’s probably not. If it isn’t, highlight it and go to the “Home” tab to change its font and font size.
10. Double-click anywhere on the rest of the page to close the header.
11. Go to your title page.
12. Click the “Insert” tab and then click “Header” on the “Insert” ribbon.
13. Click “Edit header” on the pull-down menu that appears. The “Design” ribbon will appear.
14. Click the checkbox next to “Different First Page” in the middle of the Design ribbon.
15. Repeat steps 4-10, but this time type the words “Running head:” in front of your capitalized running head.

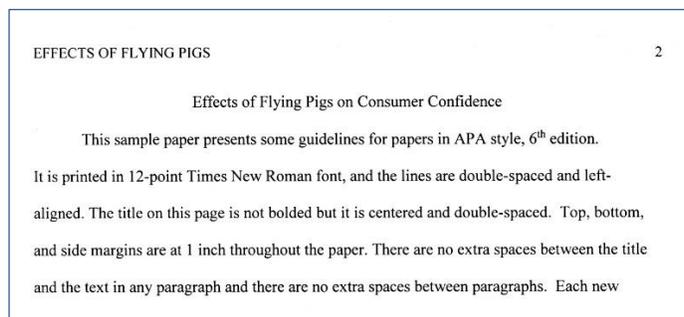
■ Example: Top of Title Page



The APA Manual itself includes no guidelines for the title page of a student paper, so be aware that different departments have different expectations for the central text block.

This format is taken from Maimon's *A Writer's Resource*, and is acceptable in many undergraduate courses.

■ Example: Top of Second Page



The examples in the APA manual include the full title at the beginning of your paper. The manual does not include an "Introduction" heading (*APA Manual*, p. 63), but some teachers do expect one.