Sample APA Cover and Header Instructions 2012

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The reverse side of this document models the current APA cover page. Notice that the title, writer’s (or student’s) name, and the university name appears centered and in the upper half to third portion of the paper. You will also notice that the APA rules for headers have changed over the past few years. These are important details for writing a correctly formatted APA paper.

An abstract is an essential part of APA research papers. However abstracts are not always required by instructors on campus and you may not encounter abstract writing in beginning composition classes. When you do, know that the abstract would be happening on page 2 of your document, which would place the actual beginning body of your paper on page 3. But for this sample we have omitted the abstract and began the body on page 2. Notice that the full title of your paper must appear with center placement prior to the beginning of your introduction on your first body page.

You will also notice that on page 1 (the cover page) the words Running head appear in the header space, followed by a colon, and the title of the paper in all capital letters. You may recall that at one time the words running head did not appear, that titles were always abbreviated, and that the letters were not in all caps if APA is not new to you. Now it is essential that the words Running head appear on page one, with the colon and the title in caps. You may use the full title in your header up to 50 characters. Your actual title should not exceed 12 words unless absolutely critical to the title. When composing page 2 and the remainder of the paper (including all abstract, body [the actual paper], reference and appendix pages) the header changes to the title (or shortened title—must be consistent with first page) only in all caps and the page number.

Directions for Creating Different Headers in Word Documents [Word 2010]

- Open your word doc (in progress) or create new one (just getting started)
- Click on Insert tab in upper left corner
- From Insert tool bar click on Page Number icon located in header and footer section about mid-page.
- From drop down box select Top of Page then select Plain Number 3
- Select Different First Page in the toolbar below the Design tab about mid-page by clicking on the box. When you do so you will notice the page number in the header of your document will disappear.
- Click on blinking cursor in header space (left alignment) and type the words Running head: TITLE OF YOUR PAPER. After doing so tab over to the right and simply type the number 1. Then click onto somewhere else in your paper to close the header.
- Next scroll down to page 2 or click on enter to get to/create a page 2 if working with a new document.
- Click into header space. The cursor will be just to the left of the number 2. Simply type the title or shortened title of your paper in all caps without the words Running head. Then click on tab one or two times to move the title to its place in left alignment. Click out of it by clicking somewhere else on the page.