APA Formatting -- Typing your Title Page

Make sure you have Microsoft Word set up for APA formatting BEFORE you begin typing your Title Page.

Running Head:

Add a running head: under the “Insert” tab in the ribbon, click on “Header” and choose “Blank”.

Setup running head: First, put a check next to “Different First Page”.

Setup running head: Second, type the words “Running head:” followed by the title of your paper in ALL CAPS.

Setup running head: Third, “Tab” over to the far right, and insert a page number. Under the “Header & Footer Tools” tab, click on “Page Number”, select “Current Position”, and “Page Number”.

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Title Page:

Title:
Hit “Enter” until you’re at the 2” mark.
Center align your text and type the title of your paper.

Author:
Hit “Enter” once and type your name.

Institution:
Hit “Enter” one more time and type the name of the institution you’re writing from. In this case it would be Wisconsin Indianhead Technical College.

Page Break:
Hit “Enter” to start a new line, go up to the “Insert” tab in the ribbon, and click on “Page-Break”