A **running head** is a shortened version of your paper title that appears at the top of every page in your paper in the header, in addition to the page number. It is limited to 50 characters - including spaces and punctuation.

**Example**

The Effects of Caffeine on Cougar Study Habits: Insomnia, Anxiety, and Addiction Symptoms

Running head: CAFFEINE AND COUGAR STUDY HABITS

To create a running head in Microsoft Word 2016:

1. On the Title Page of your paper, select the **Insert** tab.
2. Click on **Header** and select the **Blank** option from the menu that appears.
3. The words **[Type here]** will appear in the upper left-hand corner of the header.
4. Make sure the **Header & Footer Tools Design** tab is selected.
5. Check the box for **Different First Page** in the Options group.
6. In Times New Roman, size 12 pt, type the words Running head:
7. After Running head: add the shortened title of your paper in all capital letters. Note that the running head is limited to 50 characters, including spaces.
8. Press the **Tab** key once or twice to reach the right margin of the page and type the number 1.
9. Click on **Close Header and Footer**.
10. Complete the title page as specified by APA Guidelines.
11. Place your cursor at the end of your title page, after the institutional affiliation.
12. Select the **Insert** tab and in the **Pages** group click **Page Break** to insert a page break. A new page will be added to your paper.
13. On the **Insert** tab, in the Header & Footer group, click **Page Number**.
14. From the drop down menu that appears, hover over **Top of Page** and select the **Plain Number 3** option. Note that the page number appears in the upper right-hand corner of the header.
15. The cursor should be to the left of the number. Type the shortened title of your paper (what you typed after Running head: on the first page) in all capital letters.
16. Press the **Tab** key once or twice to move the title to the left side of the header.
17. Close the **Header & Footer Tools** and continue writing your paper.

**NOTE:** Steps may be different for Mac users
Example APA Title Page:

Running head: CAFFEINE AND COUGAR STUDY HABITS

The Effects of Caffeine on Cougar Study Habits: Insomnia, Anxiety, and Addiction Symptoms

Clawdette Cougar

Columbus State Community College

Example APA second page:

Note the lack of “Running head:” in front of the shortened title

CAFFEINE AND COUGAR STUDY HABITS

The Effects of Caffeine on Cougar Study Habits: Insomnia, Anxiety, and Addiction Symptoms

When it is crunch time for a big exam or final paper what do most cougars turn to as their choice of energy booster: caffeine. Caffeine is a chemical commonly found in coffee, tea, cola, and more. Caffeine can improve mental alertness by stimulating the central nervous system and it can also cause insomnia, and while this may be a good thing when it comes to all-night studying, the long-term effects of insomnia can cause serious health issues.