A header is text that is separated from the rest of the paper and is repeated on every page of the document. For MLA Style this information is typically your Last Name and the Page Number.

To insert a header and page number in Microsoft Word 2016:

1. Select the **Insert** tab.
2. In the **Header & Footer** group, click **Page Number**.
3. From the drop-down menu that appears, select **Top of Page**.
4. Select **Plain Number 3** from the options that appear.
5. Number “1” should appear in the upper right-hand corner of the page.
6. The cursor should be to the left of the number.
7. Type your **Last Name** to the left of the page number and press the spacebar to add a space between your Last Name and the Page Number.
8. Click **Close Header and Footer** to return to your paper.

**Note**

⇒ Some professors may have different or additional requirements: Always follow the instructor’s guidelines.
⇒ Steps may be different for Mac users.
⇒ All pages should be numbered consecutively: 1, 2, 3 …
⇒ Do not use any abbreviations (p., pg., pp., etc.) before the page number.
⇒ Do not use any punctuation before or after the heading.
⇒ If you are not using the default font in Microsoft Word, make sure to change your header to match the rest of your paper. Example: if your paper is typed using Arial 12pt, make sure the header is the same.

**Example:**

```
Clawdetta Cougar
Professor Smith
English 2367
9 May 2019

The Effects of Caffeine on Cougar Study Habits
```

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