1. Open Microsoft Word
2. Set up your header
   - On the first page, double click at the top of the page to open the header.
   - Under the design tab that appears, select “different first page.”
     - Type the words “Running head:” and then your title in all capital letters.* For example, if your title is “Depression in Older Adults,” your running head would be:
       Running head: DEPRESSION IN OLDER ADULTS
     * The running head should be 50 characters or less, including spaces. If your title is short enough, you do not need to adjust it. If it is longer than 50 characters, use a shortened version that still communicates the content of your paper.
   - Tab twice to move your cursor to the right-hand side of the header. Under the design tab, click “page number.” Click “current position” and then select “plain number.”
3. Scroll down to the header on the second page. Repeat the same steps as before, except do not include “Running head” before your title. On the second and following pages, your header would look like this: DEPRESSION IN OLDER ADULTS
4. To exit out of the header, click “close header and footer” under the design tab.

5. Set up your title page
   - Under the home tab, in the paragraph group, click “center”
   - Use the enter key to move the cursor down to approximately the center of the page and type the following:
     Title of Paper
     Your Name
     University Affiliation
   - Under the insert tab, select “page break” to start a new page

6. Change line spacing to double spacing. Under the home tab, open paragraph settings.

7. Under spacing, select “double” and make sure that the “Before:” and “After:” values are set to zero.

For additional information on APA formatting, please consult the Publication Manual of the American Psychological Association (6th edition) and/or the OWL at Purdue University.