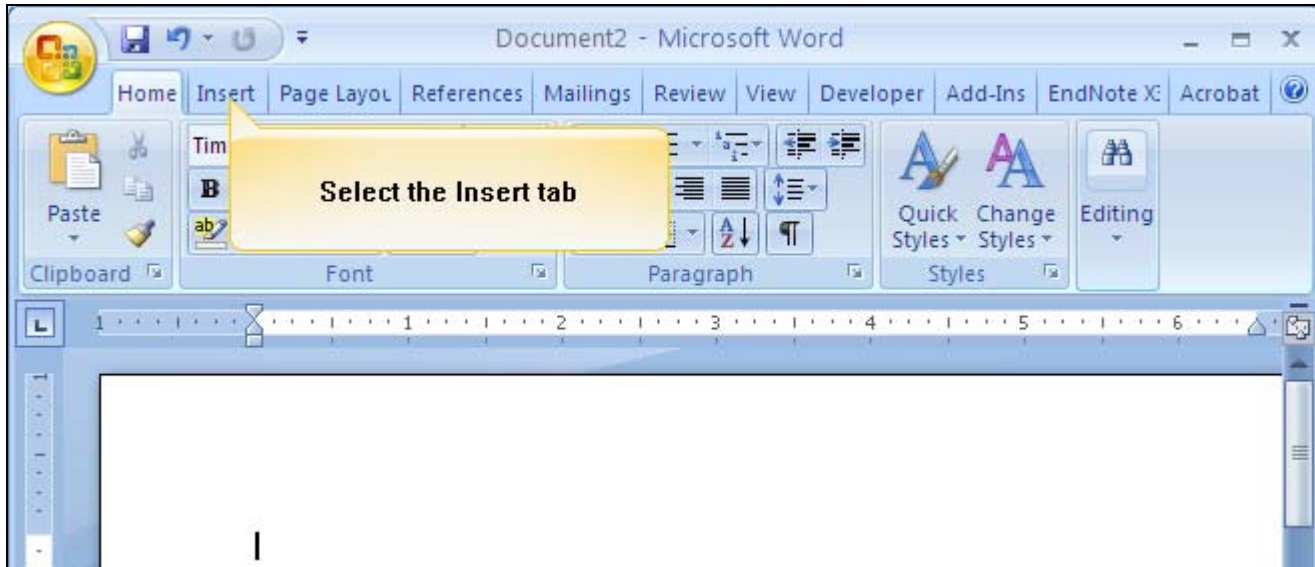
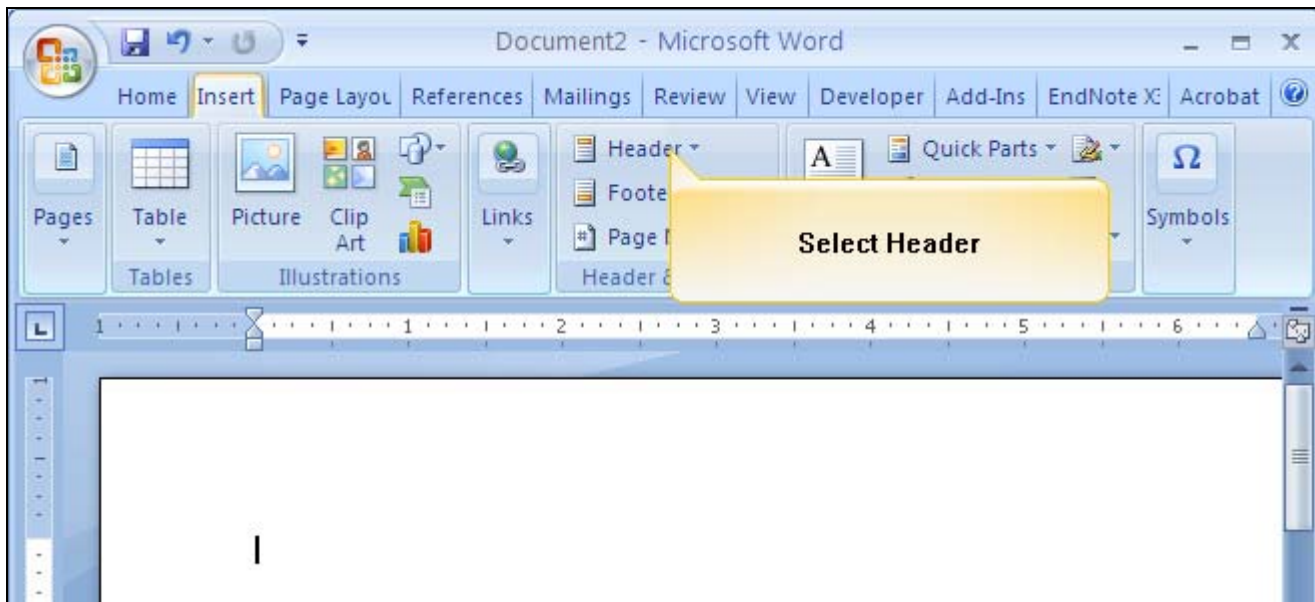


Step 1 - The first thing you will do is set the header for your cover page. Your paper should be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. You should use 12 pt. Times New Roman font or a similar font.

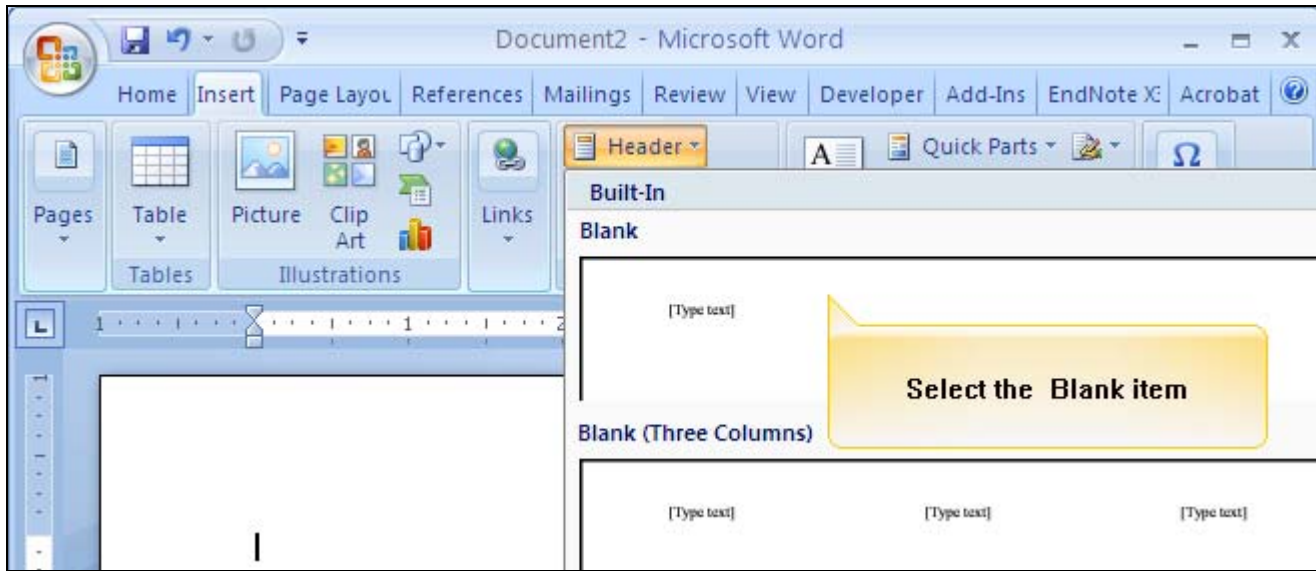
1. From your open Word document, select the **Insert** tab.



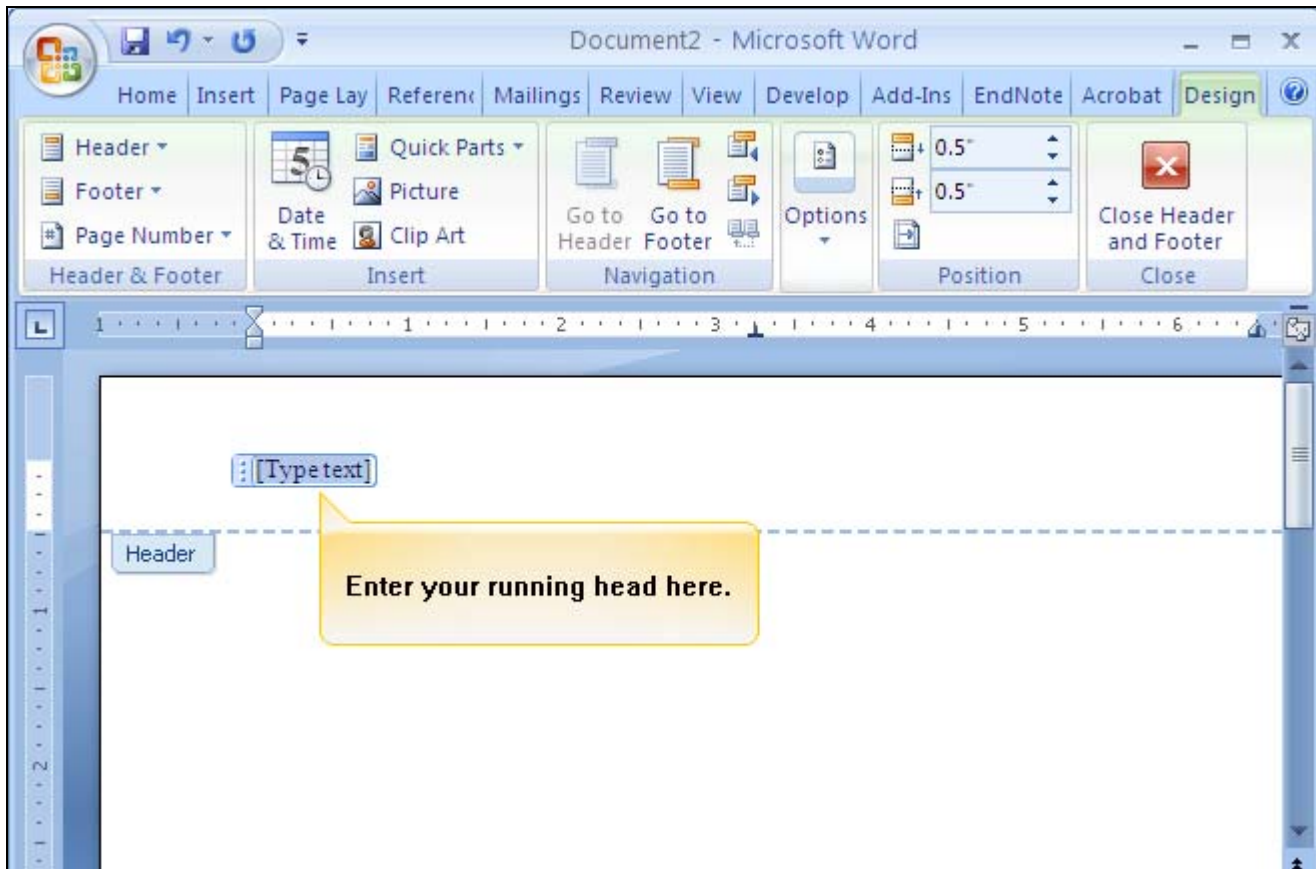
2. From the Insert tab, select the **Header** button.



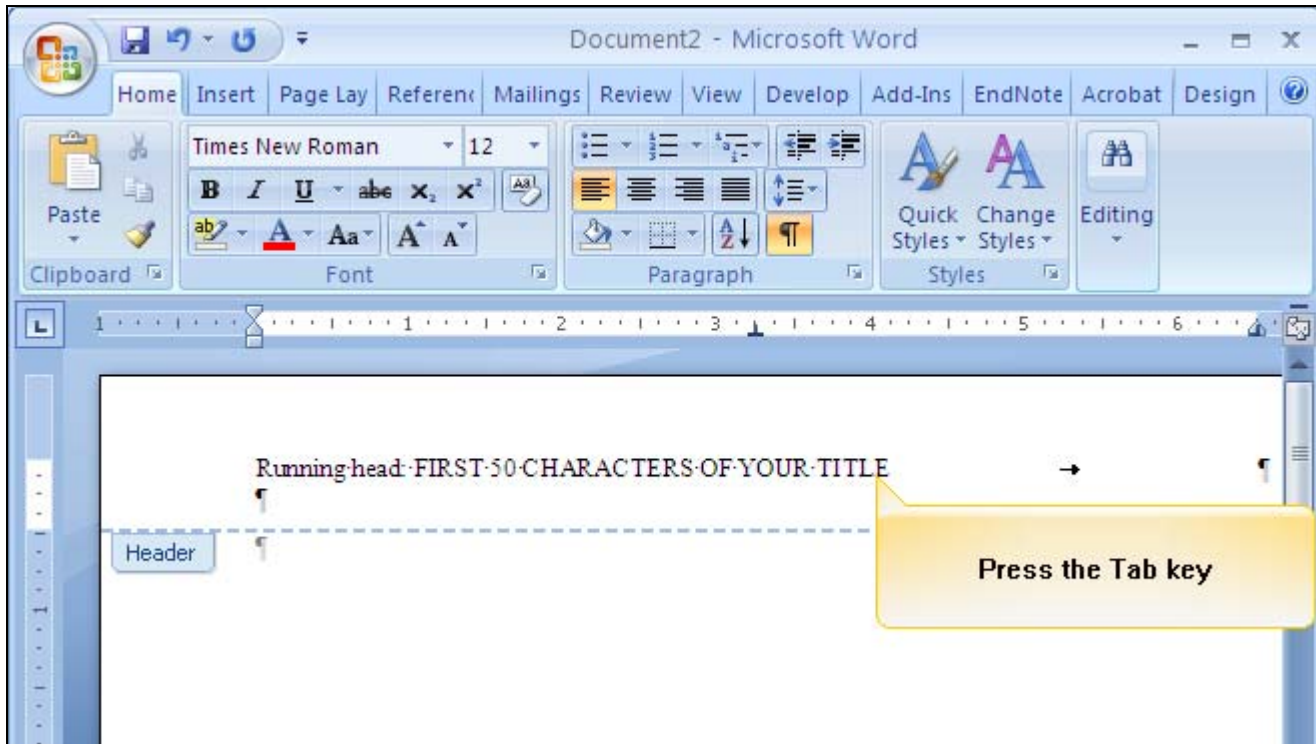
- Several sample header types display, select the first one titled **Blank**.



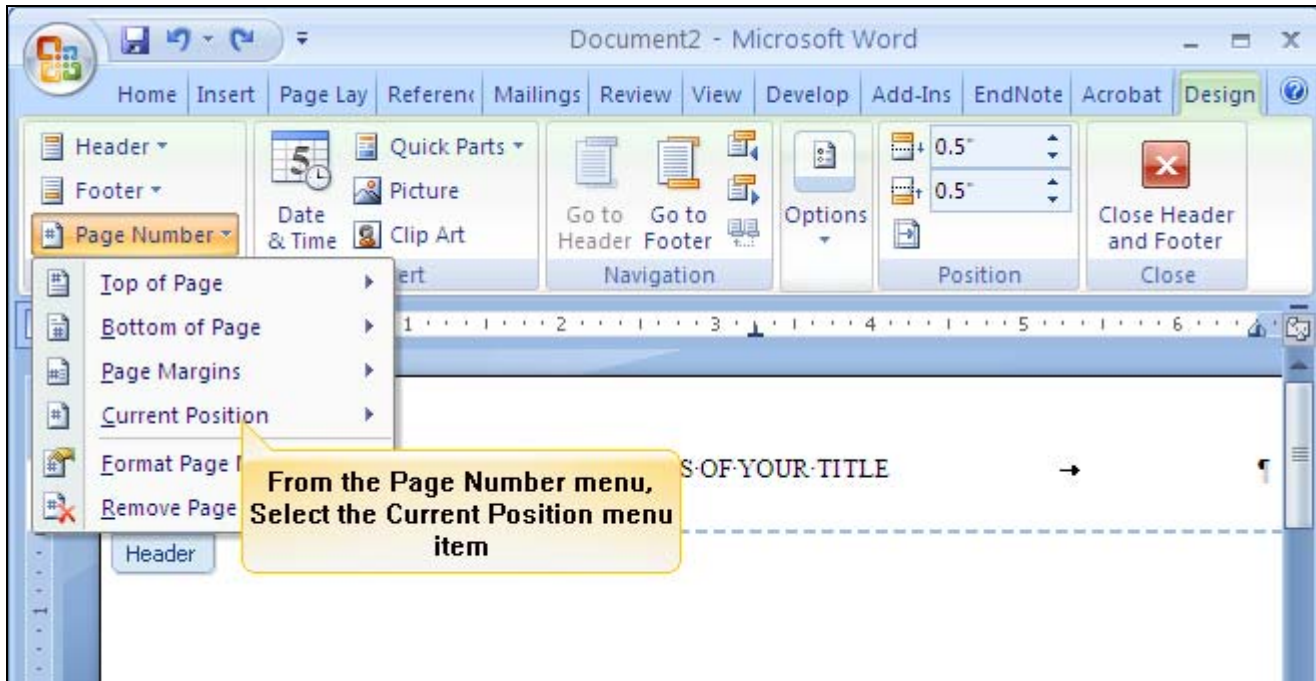
- In the field that says **Type text**, type your header which consists of "Running head: FIRST 50 CHARACTERS OF YOUR TITLE"



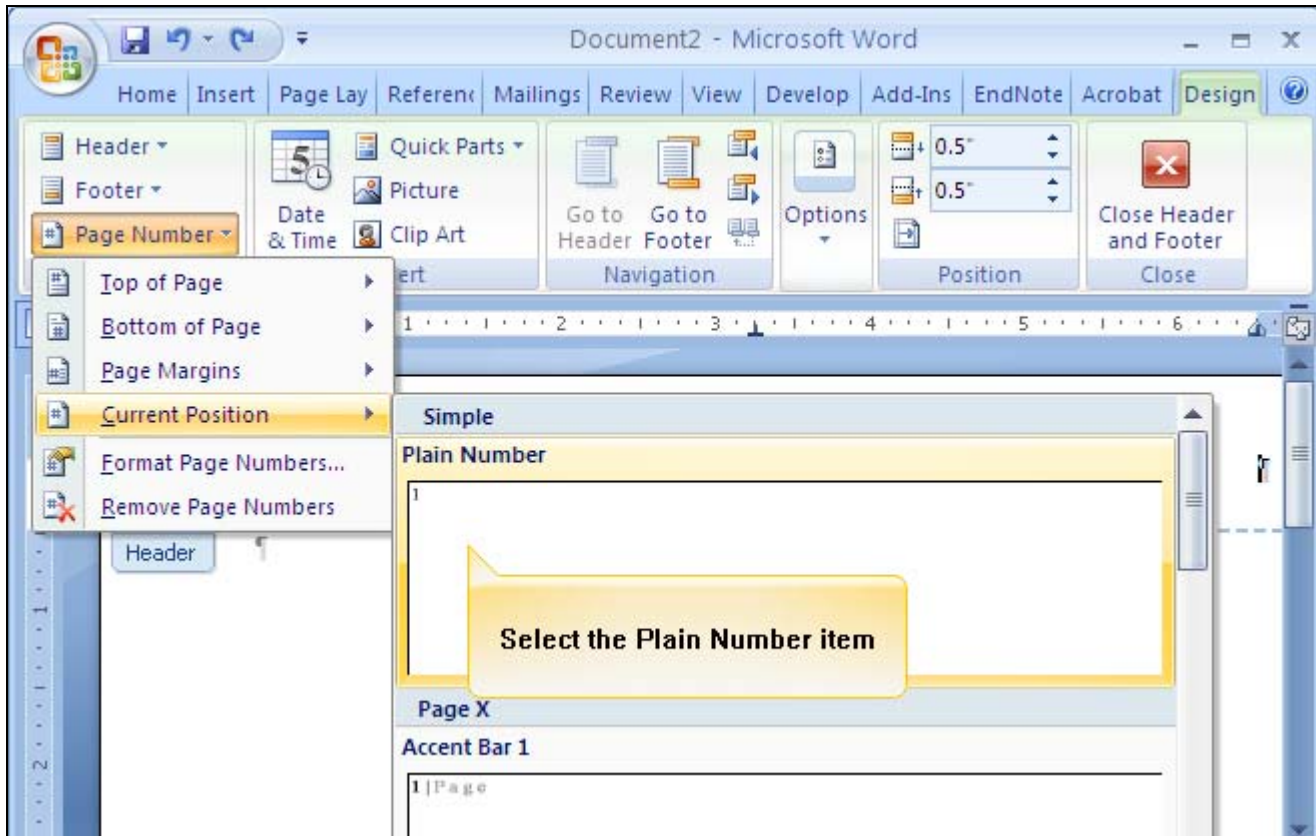
5. After typing your title, press the **Tab** key.



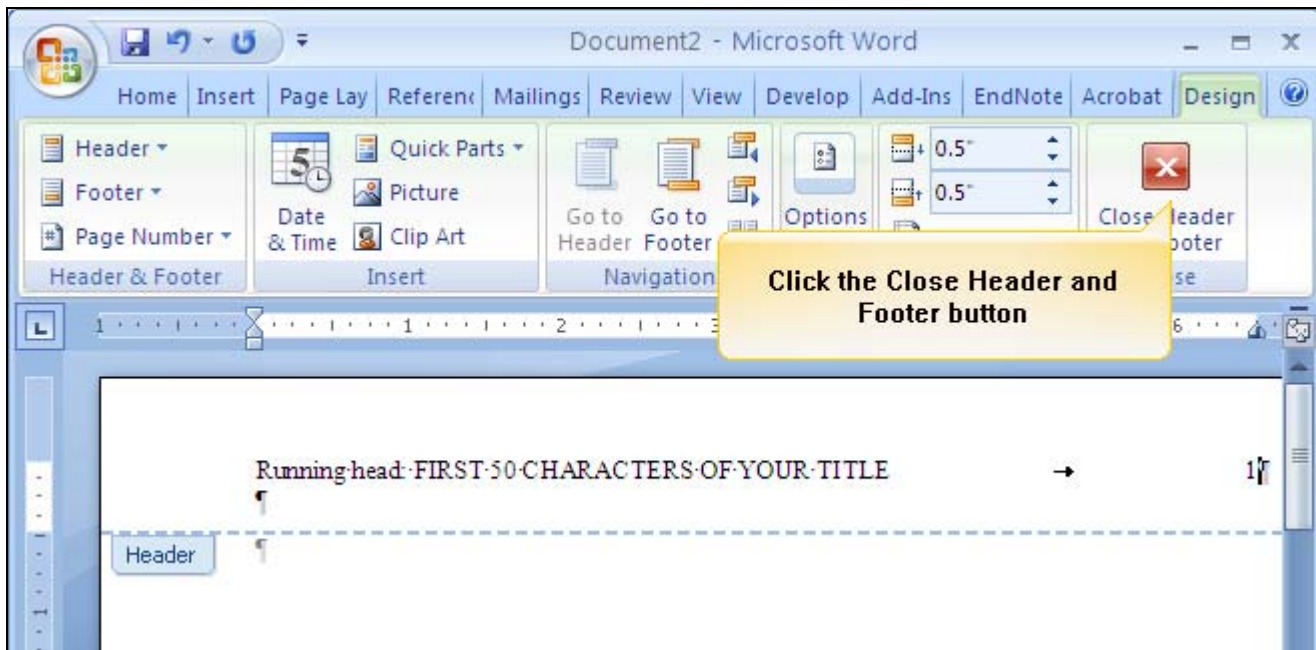
6. Click the **Page Number** menu, and select the **Current Position** option.



7. From the list of options, select **Plain Number**.

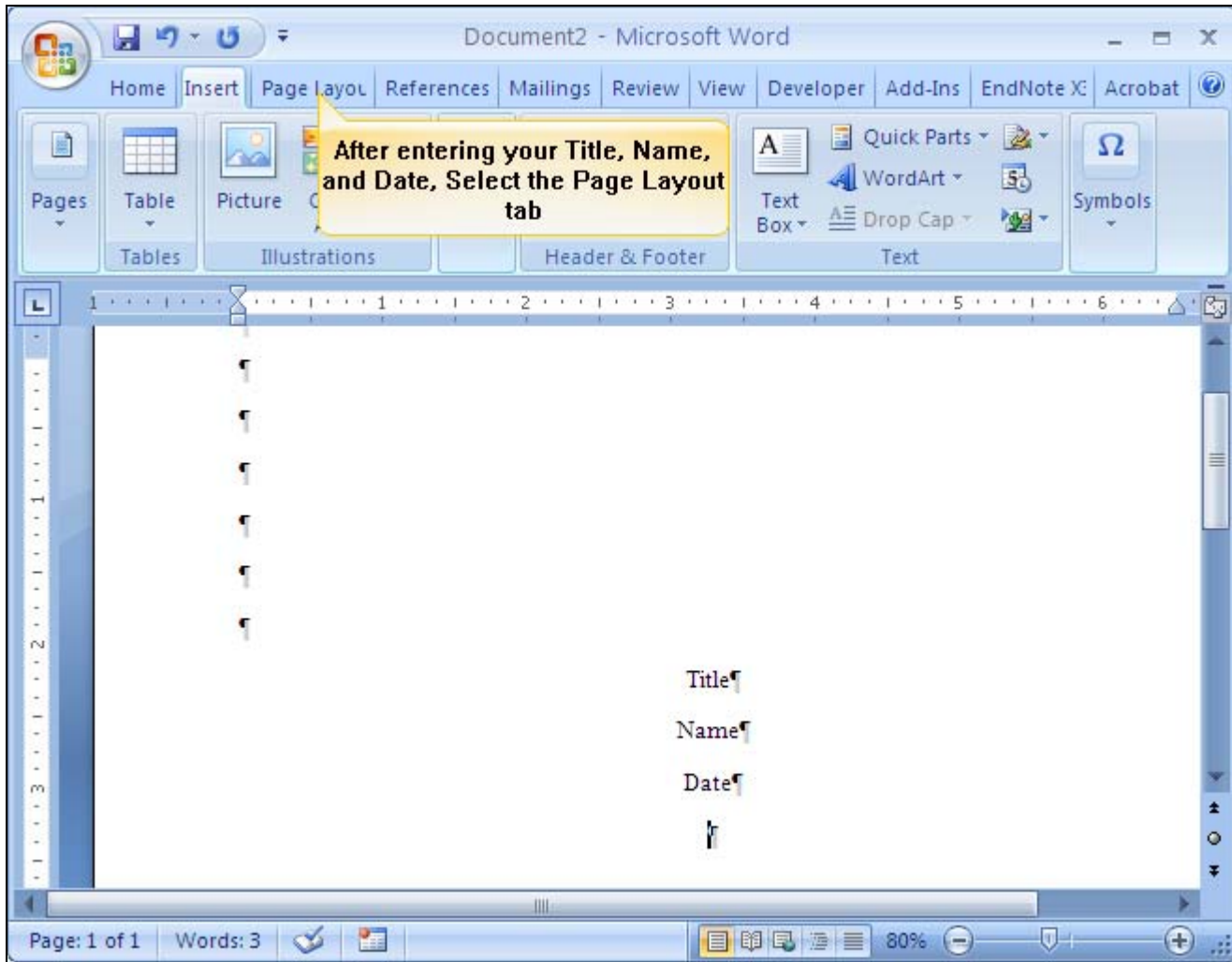


8. Page number 1 displays at your right margin; click the **Close Header and Footer** button to continue.

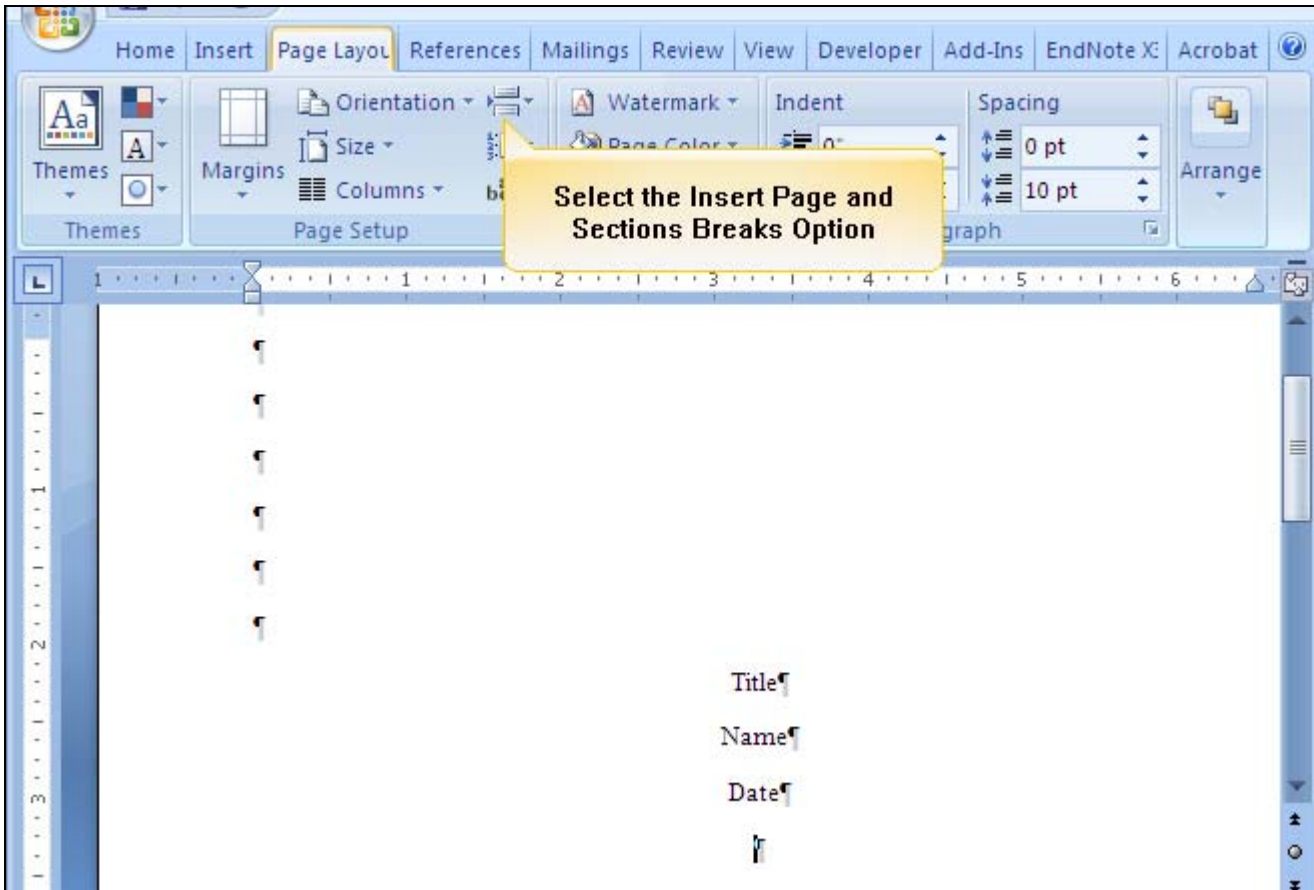


Step 2 – Setting up your subsequent pages.

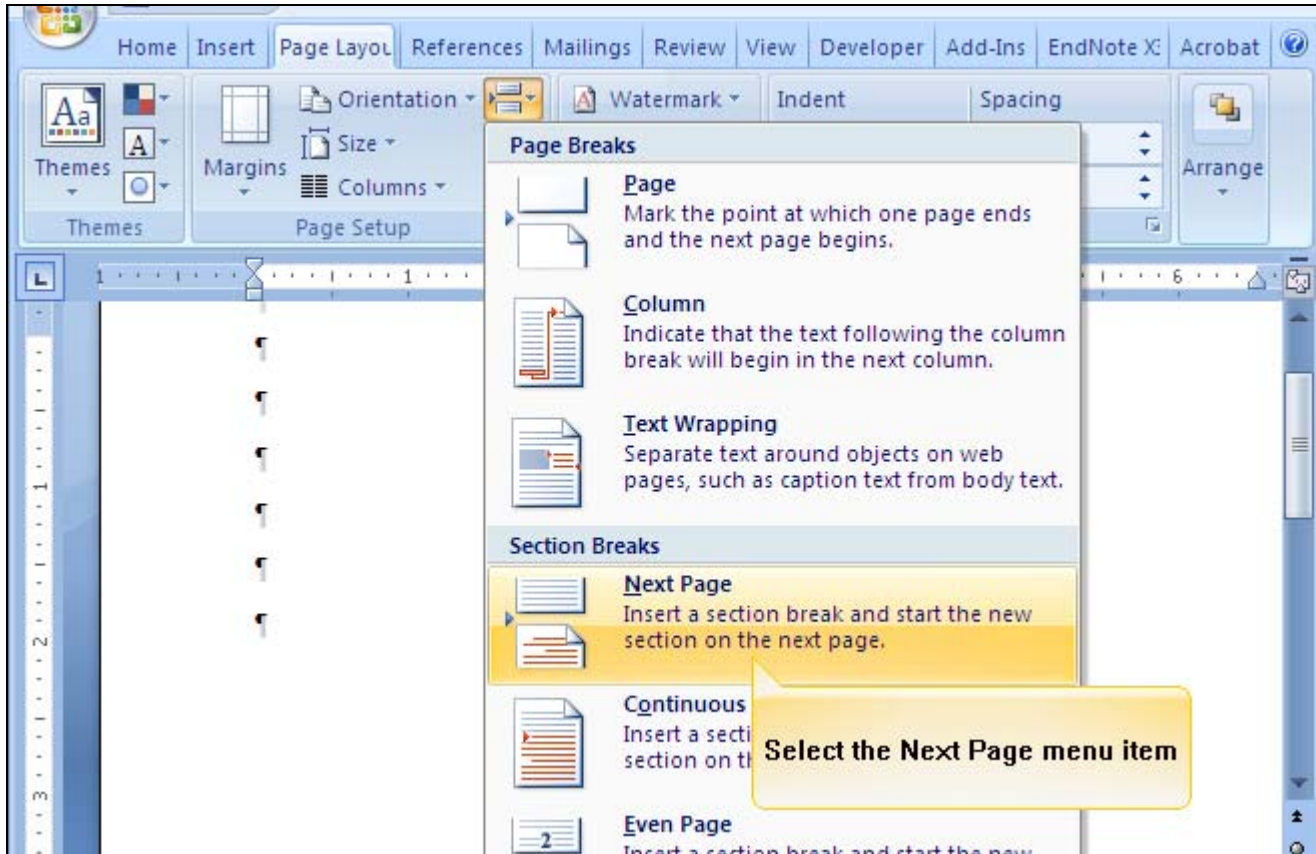
1. After typing your title, name, and date (as well as any other required information), click the **Page Layout** tab.



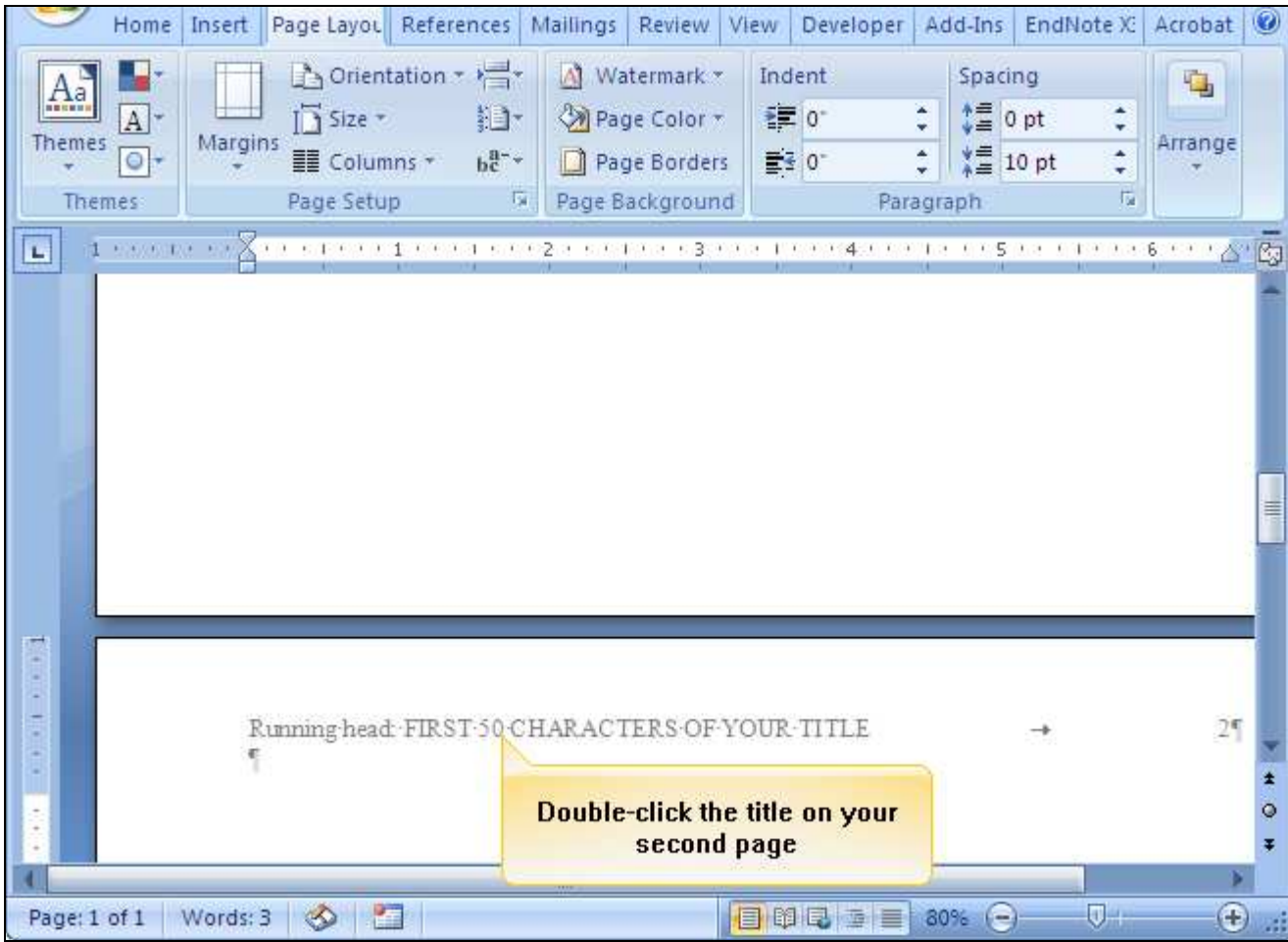
2. Select the **Insert Page and Sections Breaks** option.



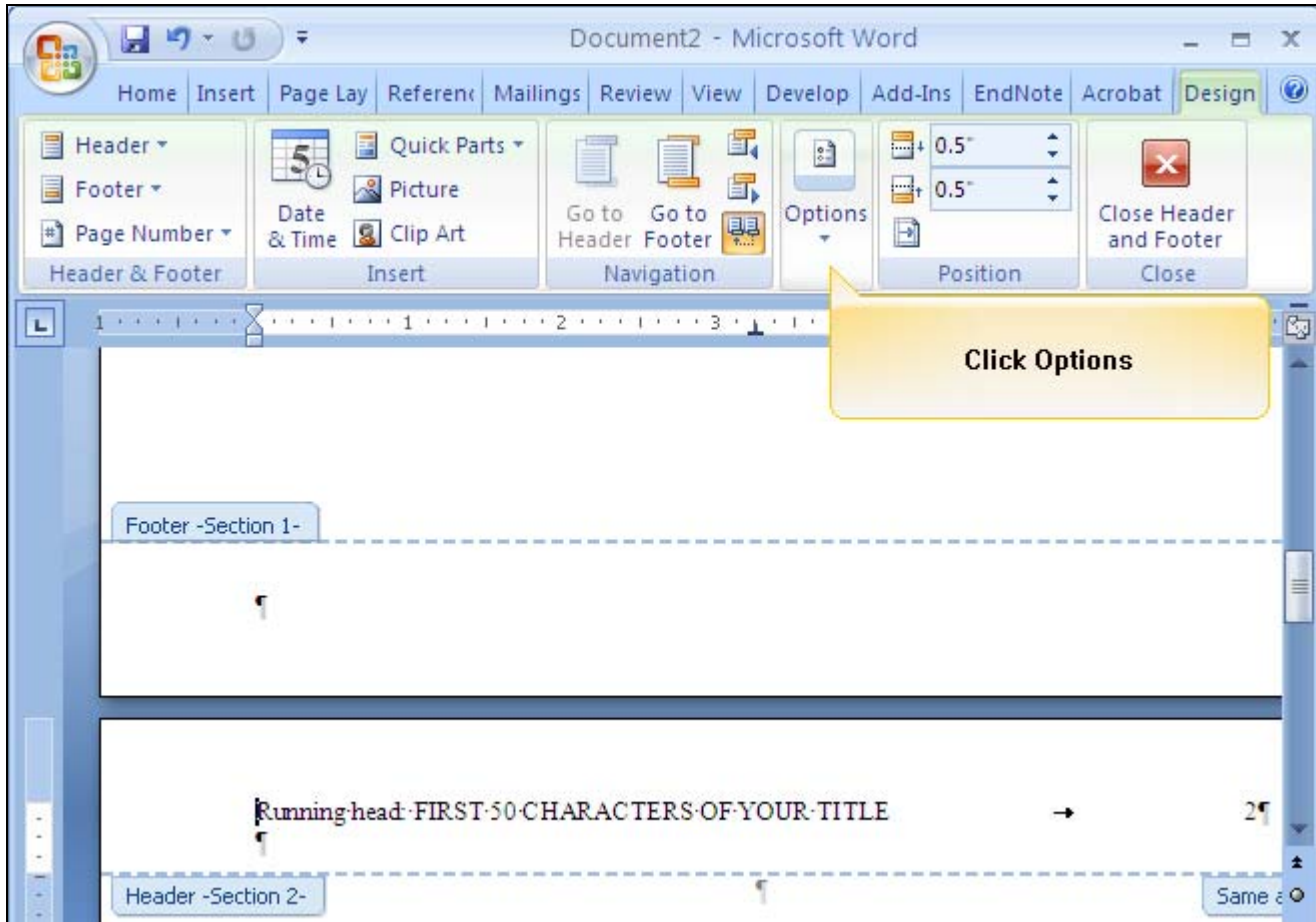
3, From the list of types of breaks, select **Section Breaks>Next Page**.



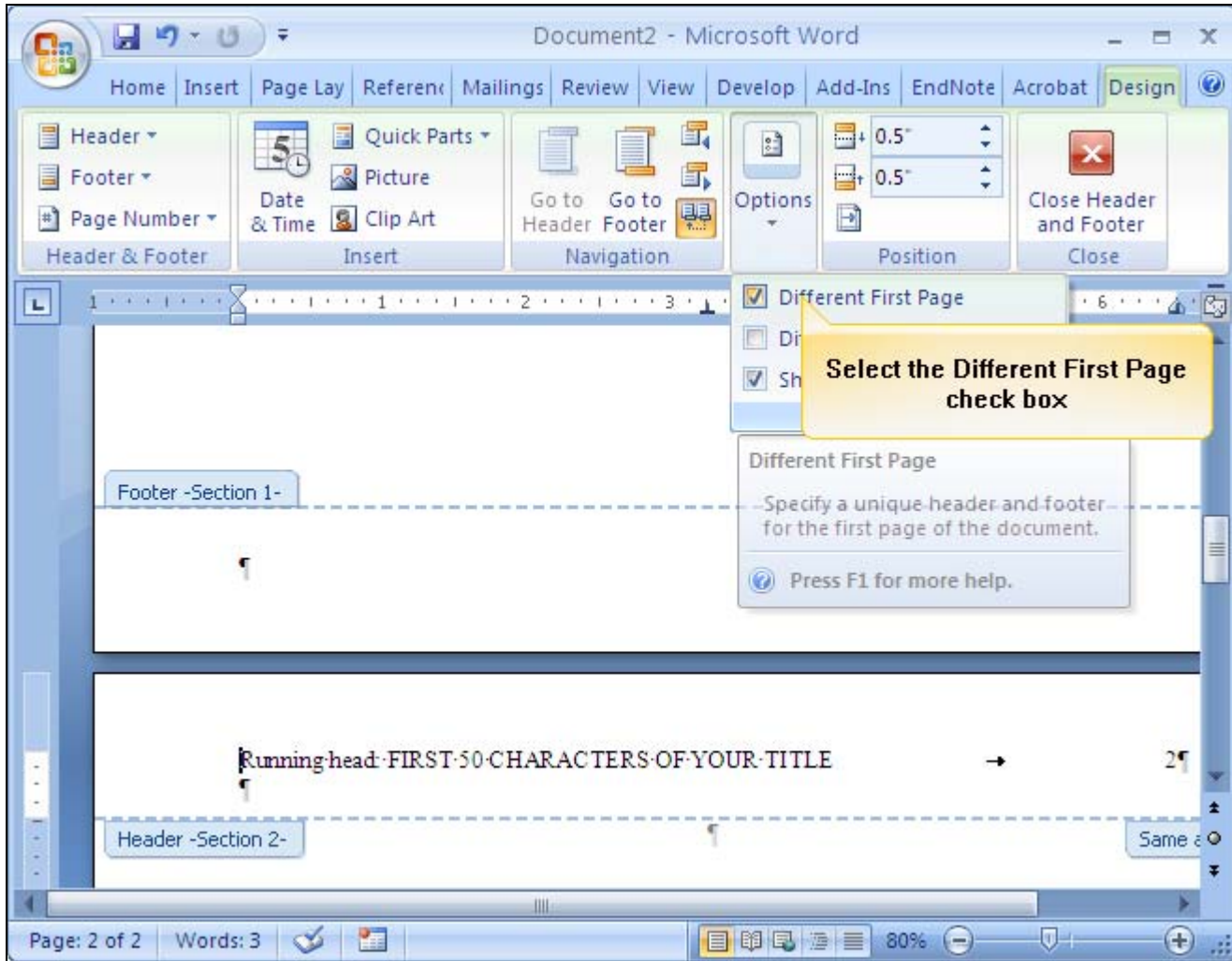
4. On the second page, you will start your document. Double-click the header that appears on page 2 of your document.



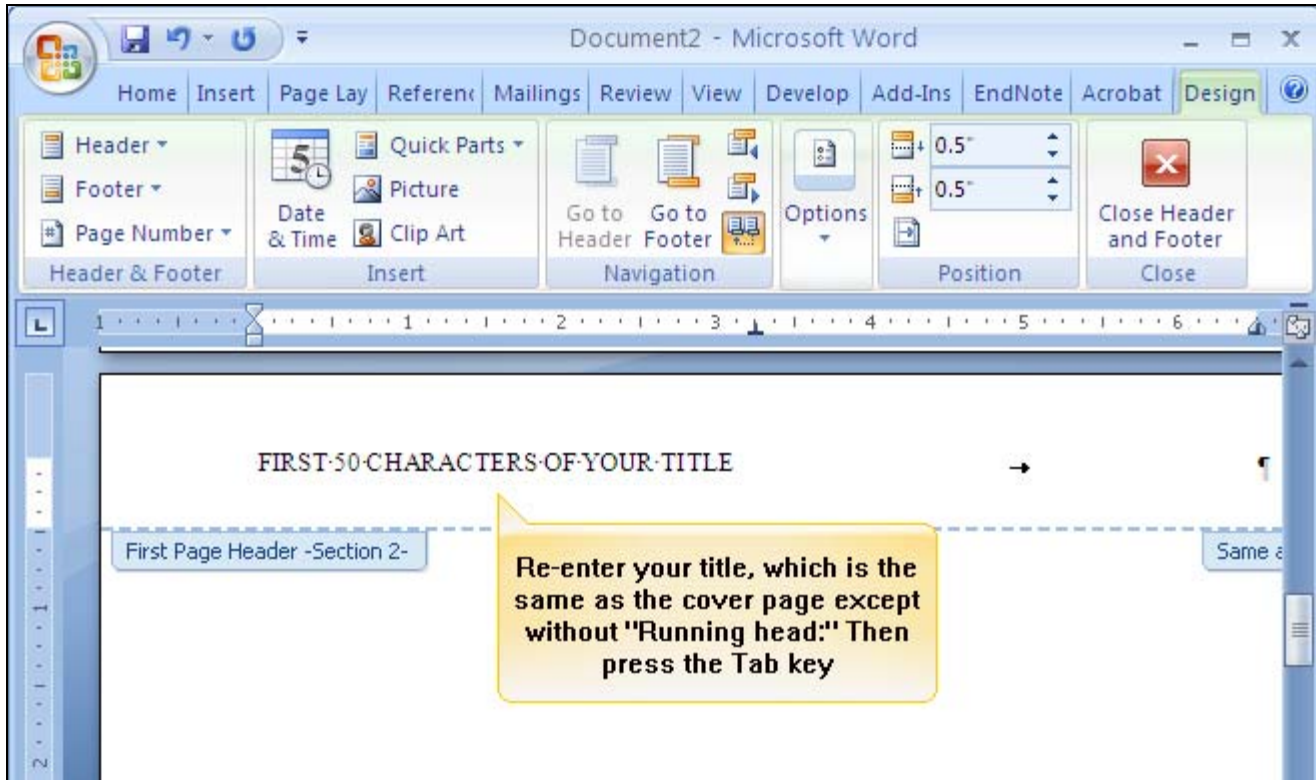
5. From the header tab, select the **Options** button.



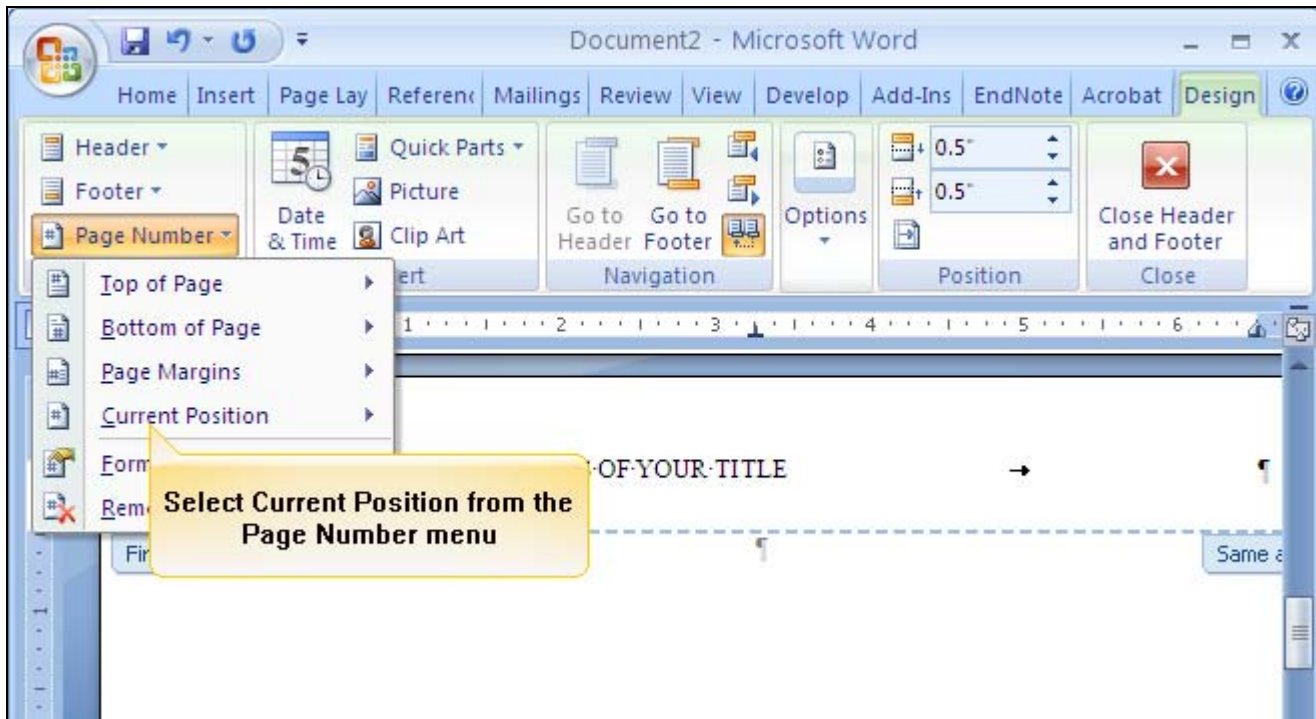
6. From the list of Options, select the **Different First Page** check box.



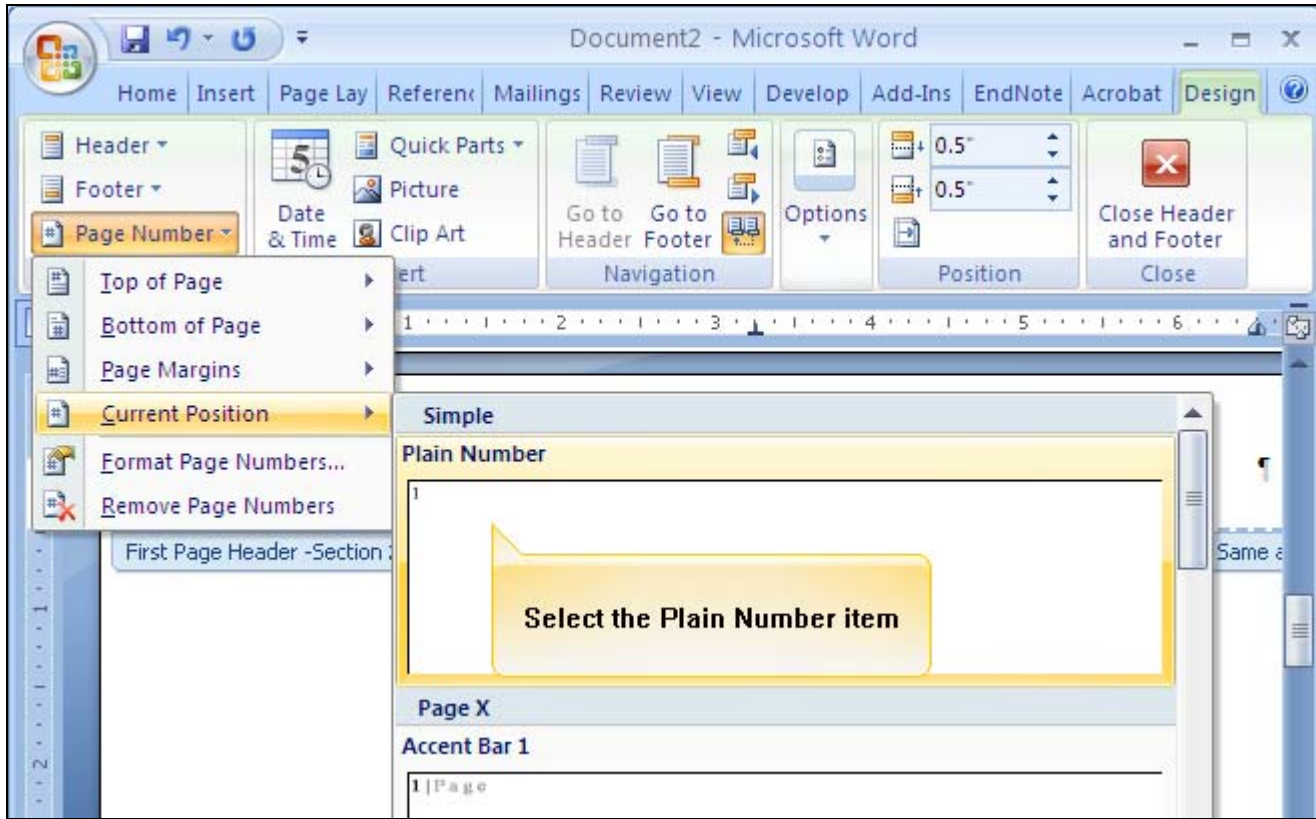
7. Re-enter your title without "Running head:" and press the Tab key to insert the page number.



8. You will enter the page number again the same way you did on the first page. Select **Current Position** from the Page Number menu.

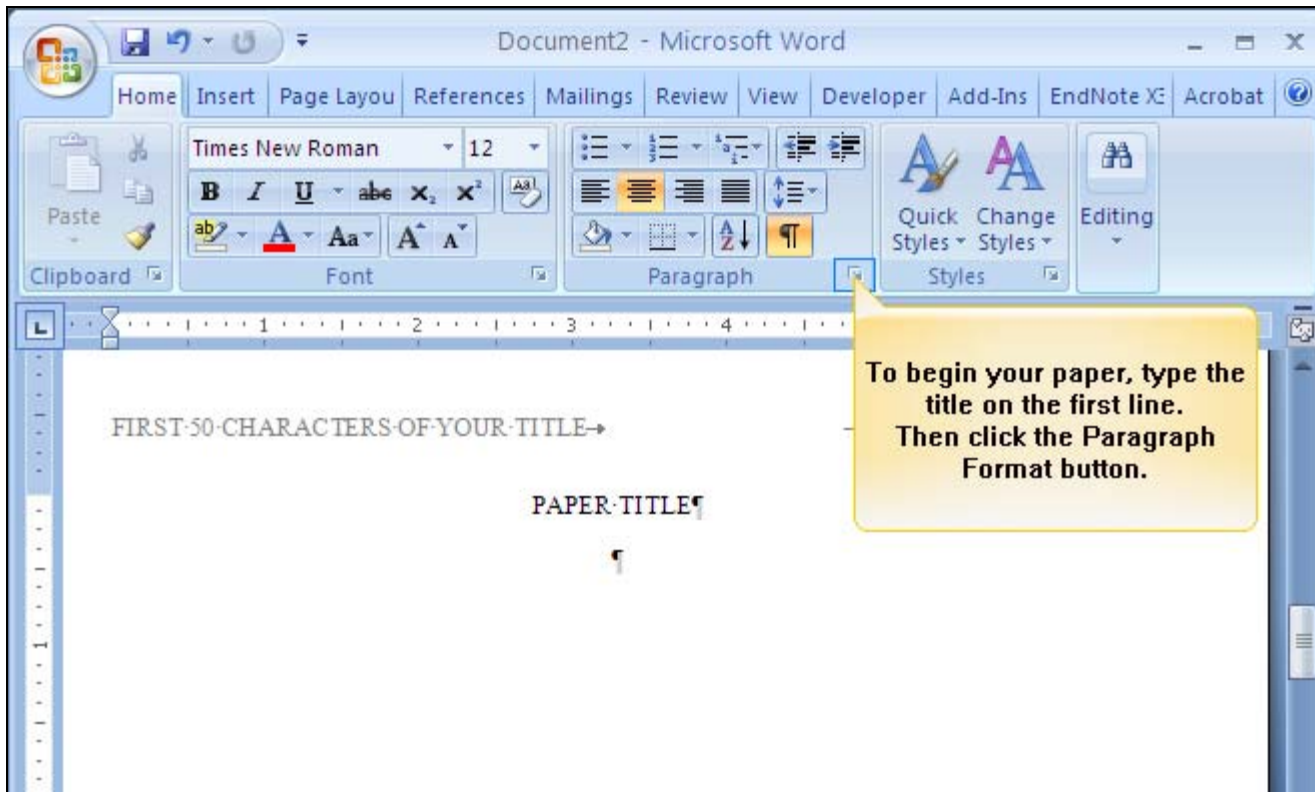


9. From the list of options, select **Plain Number**.

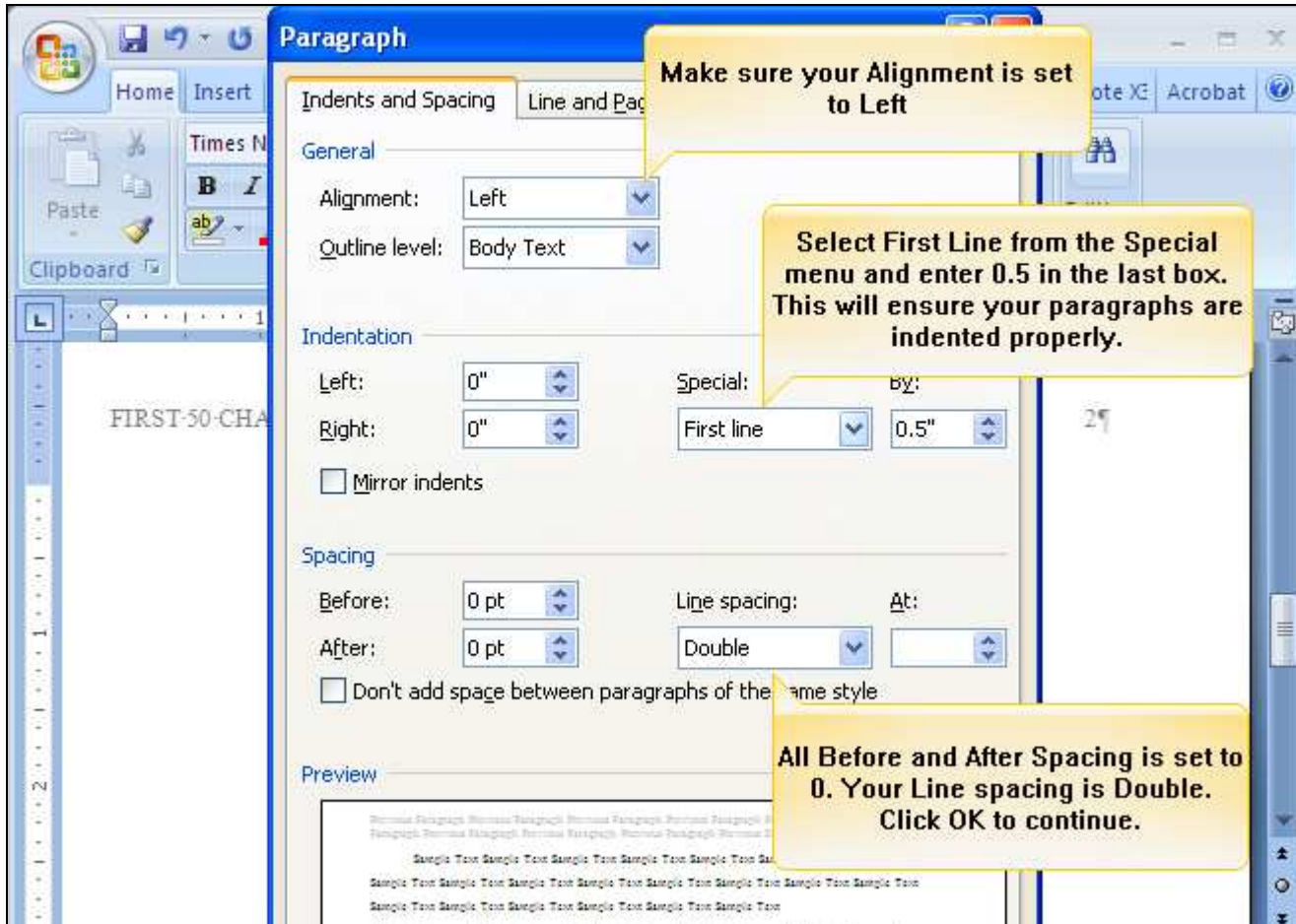


Step 3 – Typing your paper.

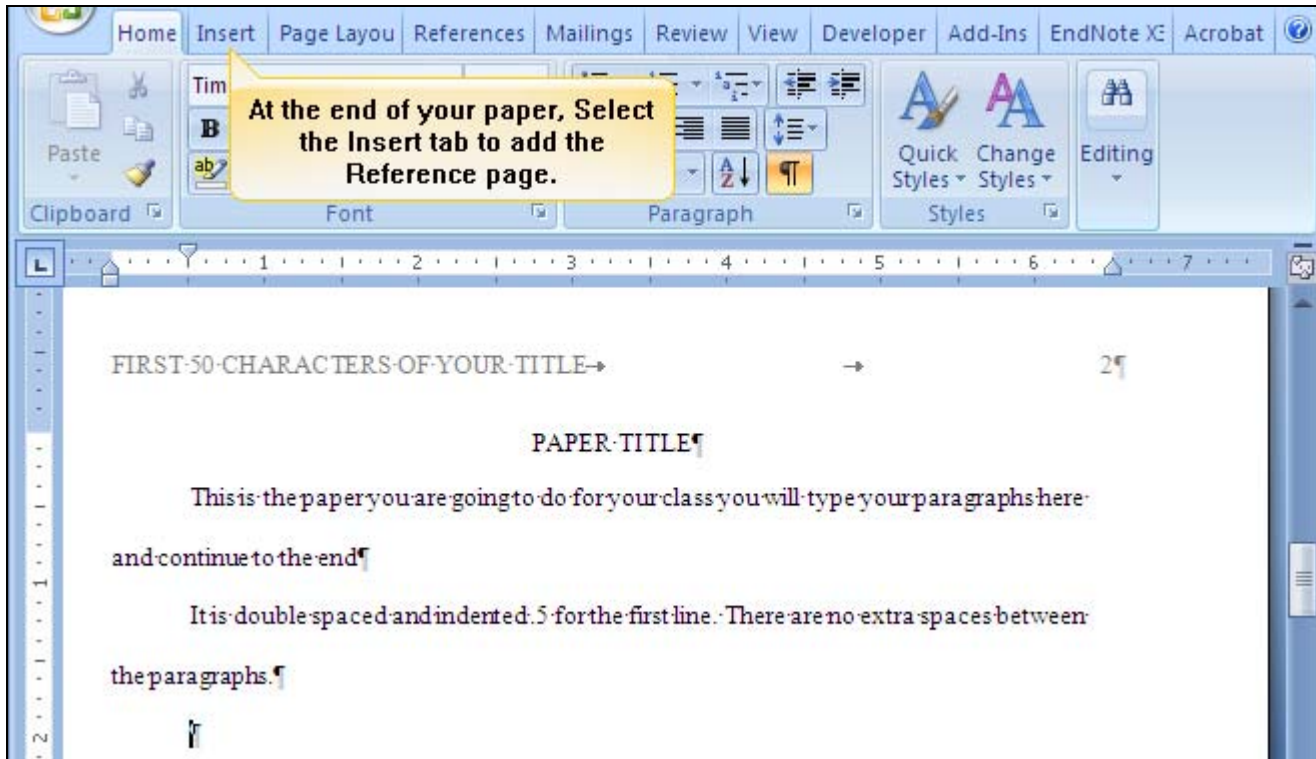
1. Enter the title of your paper on the first line. Then click the **Paragraph Format** button.



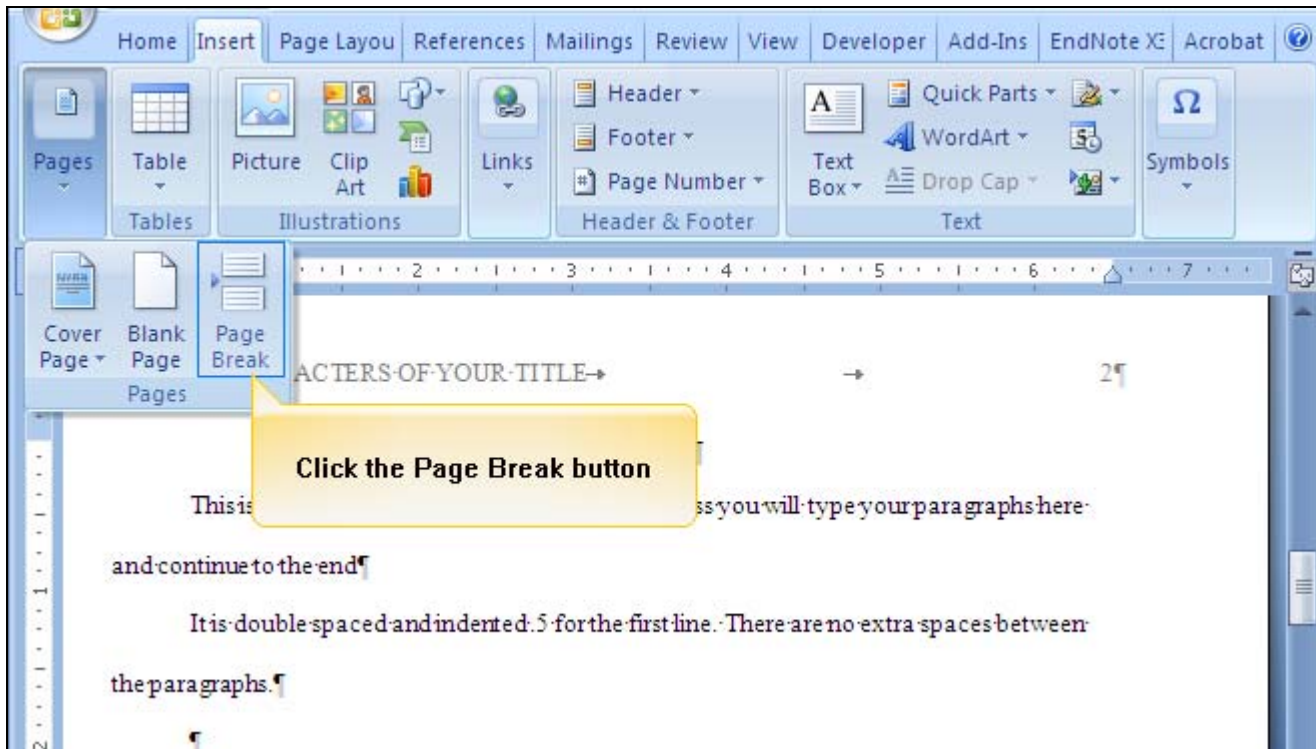
2. Your paragraph should be formatted as shown below:
 - a. Alignment is set to left.
 - b. Your Indentation is set to First Line by .05 (this will ensure the first line of your paragraph is indented).
 - c. Your Line spacing is set to Double. Before and After spacing is set to 0.



3. After completing your paper, regardless of number of pages, you will add the Reference page. On the very last line of your paper, click **Insert**.

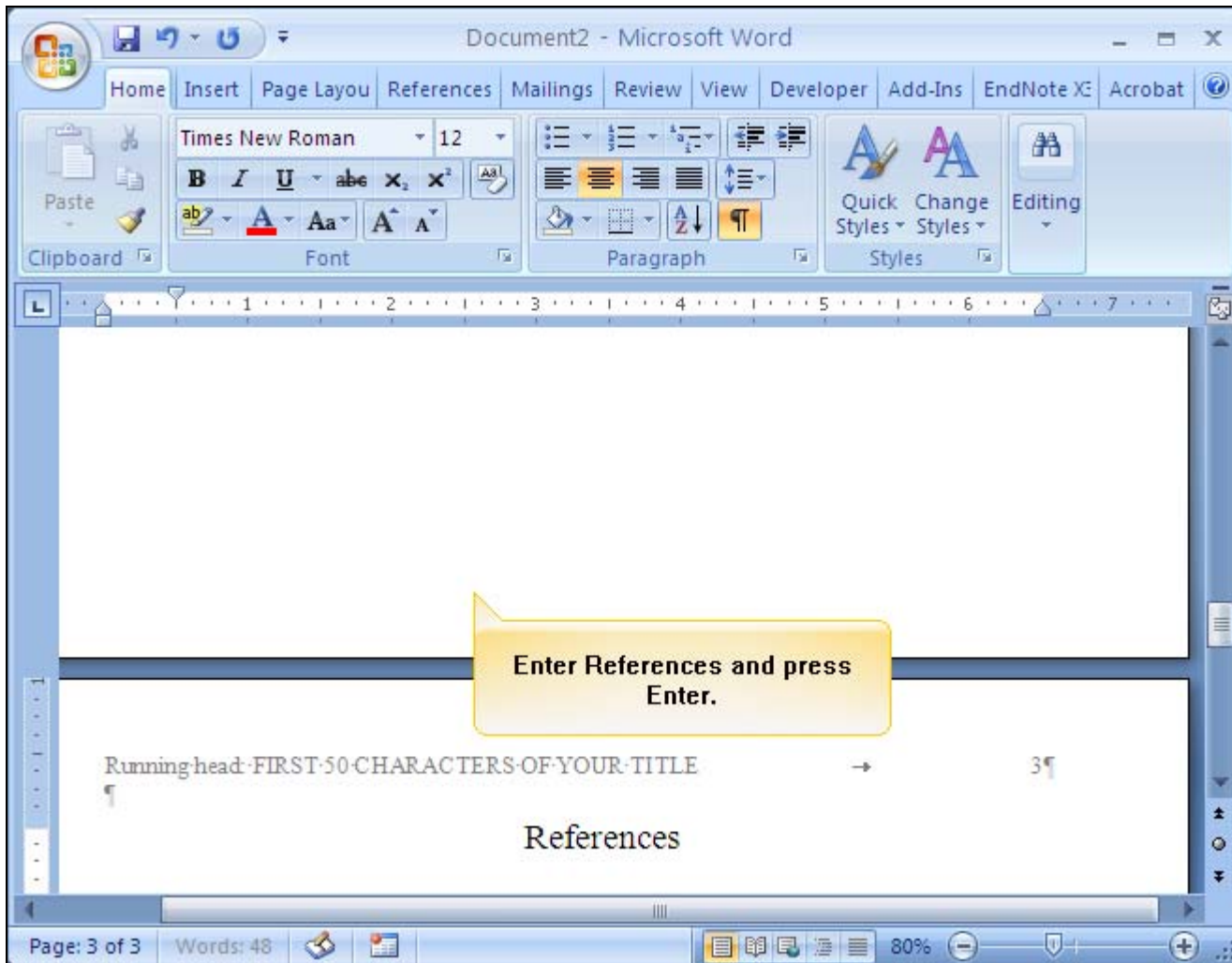


3. From the **Pages** menu, select **Page Break**.

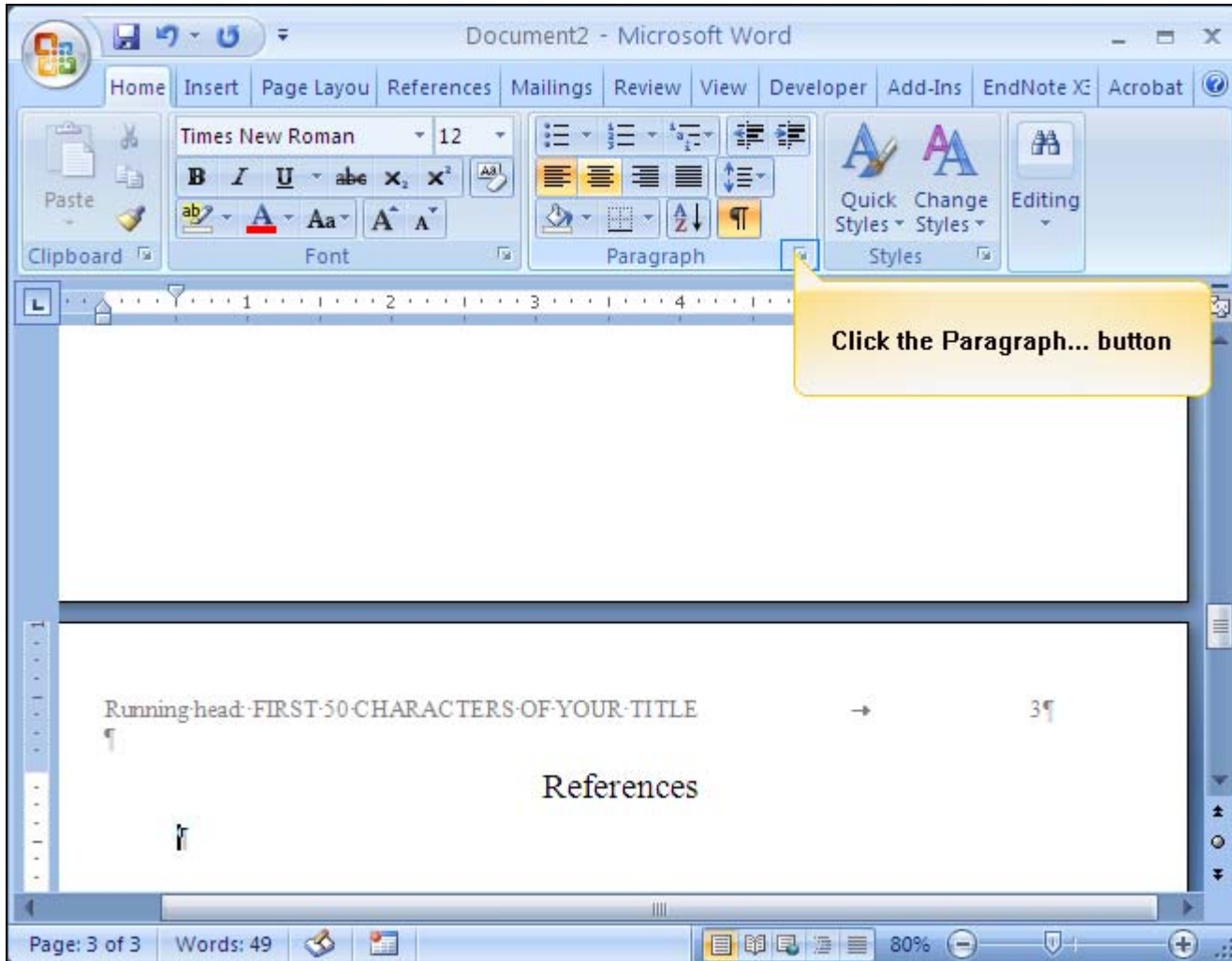


Step 4 – Setting Up your Reference Page

1. Enter your References title and center on the page, then press **Enter**.



2. Click the **Paragraph Format** button.



4. Enter your references. If you are unsure on how to format references, refer to your APA manual or go to a website such as the Owl at Purdue <http://owl.english.purdue.edu/owl/resource/560/01/>.

