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.

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

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

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

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

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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.

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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.

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2. Select the Insert Page and Sections Breaks option.

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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.



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



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

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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.



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

10. Close the header and foot option to begin typing your paper. 🚽 🎝 - 🗗) = Document2 - Microsoft Word 0.7 Home Insert Page Lay Referent Mailings Review View Develop Add-Ins EndNote Acrobat Design @ \$ Header * Quick Parts * E. + 0.5 : 5 ÷ E, Footer * 🔏 Picture + 0.5 Goto Date Goto Options Close Feader EE 13 & Time 📓 Clip Art 🖶 Page Number 🔻 Header Footer oter Header & Footer Insert Navigation e **Click the Close Header and** Footer button L 1 THE FIRST 50 CHARACTERS OF YOUR TITLE - - -Ţ ٩ First Page Header -Section 2-Same a - -

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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.

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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**.

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

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Step 4 – Setting Up your Reference Page

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



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

- 3. Set up your paragraph formatting options for the reference page:
 - a. Your Alignment should be set to Left.
 - b. Your Indentation should be set to Hanging by .5.
 - c. Your spacing is set to Double. Your Before and After spacing is set to 0.

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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://www.english.purdue.edu/owl/resource/560/01/.

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