



Concordia
UNIVERSITY • SAINT PAUL

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Inserting a Page Header and Page Numbers

A page header is an abbreviated title of the paper, located on the upper right corner of each page of the paper. The page numbers are to the right of the running head after five spaces. The purpose of a page header is to make sure each page has a page number and an abbreviated title of the paper (in case the instructor has a stack of unstapled papers, trips, and all the sheets go flying).

To add a page header, it is easiest to insert the page numbers first. Open up your paper in Word. Go to the top toolbar and click on insert. Select “Page Numbers.” For the location of the page numbers check header (top of page). Alignment should be right. Make sure the “Show number on first page” box is checked. A number will appear in your document. If you double click the area of the number, a dotted box will appear. Type in your page header. If your paper title is “How Play is Important for Children and Adult Relationships,” your page header might be a shortened version, such as “Importance of Play.” The header should be no more than 50 characters—that includes spaces and punctuation. You do not include your name or course number in the running head. The first letter of each major word in the page header should be capitalized. Double click the header so it is all highlighted. Then make it flush right by clicking on the icon for right alignment on the toolbar (parallel lines with a straight right side but a ragged left side). To get out of the header, click the “Close” box. The page header will appear on each page of your paper and the page numbers will automatically show up in chronological order.

Per APA, cover pages should have an indication of what the page header is. The words “Running head” are followed by a colon and the exact words of the running head. The title of the running head appears in ALL CAPTIAL LETTERS. This is positioned in the left top corner of the paper, about one and a half inches from the top of the page.

Steps:

- Insert, page number (top of page, alignment right, show on first page)
- Type page header
- Double-click to highlight
- Click icon for alignment right
- Make sure there are five spaces between header and page number
- Click on “close”
- Type “Running head: TITLE OF RUNNING HEAD” on cover page. Notice the “h” in head is not capitalized.

Sample cover page:

Running head: IMPORTANCE OF PLAY

The Importance of Play for Children and Adult Relationships (title of the paper)

Charlotte Lewis (author's name)

Concordia University, St. Paul (institutional affiliation)

Family Studies, MA 303 (course name)

Professor Chris Page (Instructor's name)

June 4, 2008 (date)

Note: APA only requires the title, the author, and the institutional affiliation but for Concordia University, St. Paul, we include the course number, the instructor's name, and the date.

Note: Writing on the cover page, like the text throughout the paper, is double-spaced. It is not a bigger font, bold, italicized, or underlined.