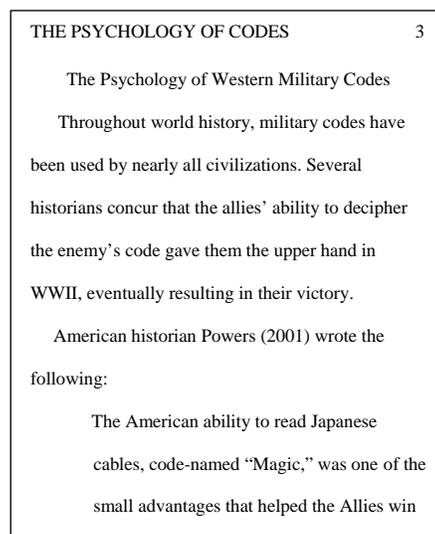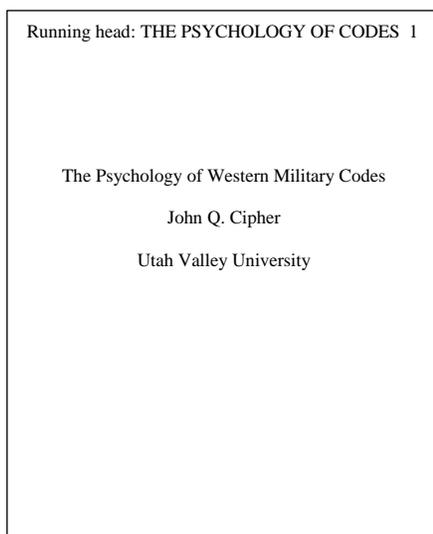# Style Guides: *APA Running Head*

Note: This document should only be used as a reference and should not replace assignment guidelines.

## Formatting an APA running head in Microsoft Word 2010

1. From the cover page of your document, click on the "Insert" menu tab on the tool bar.

2. Click on "Header" and select "Edit Header" from the drop-down menu.

3. Click the "Different First Page" box that appears in the menu.

4. In the header space on your paper, type in the words "Running head:" and your title in all caps. (It should look like the top of the first example page below.) Then tab over to the right side of the page and type the number 1 (for page number 1).

5. Change the font to Times New Roman by highlighting Running head: MY TITLE and the number 1, by clicking on the "Home" tab, and changing the font.

6. Double click on the document body. The header will now be a light grey.

7. Insert a page break after the last text on your cover page, or click on your second page of text with your cursor.

8. Click on the "Insert" menu tab and select the "Page Number" tab. Select the "Top of Page" option and click on "Plain Number 3."

9. In the header space, type in your title in all caps (without the words "Running head:") and tab back twice so that the words appear on the left side of the page.

10. Repeat step 5 to change the font to Times New Roman.

11. Double click on the document body to continue writing your paper or to print.

Running head: THE PSYCHOLOGY OF CODES 1

The Psychology of Western Military Codes

John Q. Cipher

Utah Valley University

THE PSYCHOLOGY OF CODES   3

The Psychology of Western Military Codes

Throughout world history, military codes have been used by nearly all civilizations. Several historians concur that the allies' ability to decipher the enemy's code gave them the upper hand in WWII, eventually resulting in their victory.

American historian Powers (2001) wrote the following:

The American ability to read Japanese cables, code-named "Magic," was one of the small advantages that helped the Allies win

---

Formatting an APA running head in Google Docs

1. From the cover page (first page) of your document, click the "Insert" button on the toolbar and select "Header" from the drop-down menu.

2. **Before typing anything**: first, click on the "Different first page header/footer" checkbox directly beneath the header area; second, change the font to Times New Roman (12 pt.); and third, press Enter twice to move down two lines within the header area.

3. Type "Running head:" and a shortened form of your title in all caps (see example below). The shortened form of your title should not exceed 50 characters including spaces and punctuation.

4. Click "Insert" again and mouse over "Page number" then choose the first option—showing the page numbers in the top-right corner.
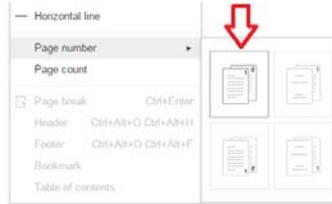
5. The number "1" should appear directly after your title on the first page. Place your cursor between your title and the number and hold down the spacebar until the number is as far to the right side as it will go without moving to a new line. (You may also "Tab" over *nearly* to the edge, but you will have to add a few spaces to get it right.)

6. Scroll down to the second page. The header on this page should include only the page number on the far right. (If you did not already have a second page and/or don't see a number there: **repeat step 4**, then proceed.) Before typing anything, select the page number to change the font to Times New Roman size 12 and move it down two lines by clicking to the left of the number and pressing Enter twice.

7. Type **just** the short form of your title in all caps to the left of the number (without the words "Running head:") and hold down the spacebar again until your title is all the way to the left and the number has not moved to a new line.

8. Double click on the document body to continue working on your paper or to print.

Running head: THE PSYCHOLOGY OF CODES 1

The Psychology of Western Military Codes

John Q. Cipher

Utah Valley University

THE PSYCHOLOGY OF CODES

2

The Psychology of Western Military Codes

Throughout world history, military codes have been used by nearly all civilizations. Several historians concur that the allies' ability to decipher the enemy's code gave them the upper hand in WWII, eventually