Formatting an ASA 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.