{Go to Insert: header. Choose the one with three columns. Be sure to check the box marked Different First Page. Header is 0.5” from top. In the first column, type your header as shown above. Be sure to check the font—TNR 12 pt—in header and in text. Header above can be no more than 50 characters. Be sure to include the words “Running head” exactly as you see it above, followed by a colon, then the title in ALL CAPS. If your title is too long, shorten it. Remove the middle column. In the third column, insert page number, current position, plain number.}

Title of Your Paper Here (about half way down)

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Title Centered on This Line

On this page, type your header with just your title in all caps. Do not include the words “Running head.” Paper starts on the first line—one inch margin with the title. Remember to remove extra space before and after paragraphs, and be sure to double check that your work is double paced, in TNR 12 pt, and all margins are one inch.

References

The last page of your paper is your reference page. If you have only one entry, the title of the

page would be Reference. If you have more than one, the title is References. Note that

I am typing this page using hanging indent. That is required for APA. More examples:

Critser, G. (2003). *Fat land.* Boston, MA: Houghton Mifflin.

Duenwald, M. (2004, January 6). Slim pickings: Looking beyond ephedra. *The New York Times,*

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Hoppin, A. G., & Taveras, E. M. (2004, June 25). Assessment and management of childhood and

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