Creating an APA Cover Page (MS Word 2010)

Part 1: Format your page

Step 1. Click on the Font dialog box launcher (Font box seen on the right will open up).

Step 2. Change font and size. Using the scroll, go down to **Times New Roman** and then change font size to **12**.

Step 3. Click Set as Default.

Step 4. Click OK.
Step 5. Click on the Paragraph dialog box launcher.

Step 6. Change Line spacing from Multiple to **Double** by clicking on down menu arrow.

Step 7. Change the 10 pt. under spacing to **0 pt**.

Step 8. Click OK.
Part 2: Set up your Running Head

Step 9. Click on the Insert tab, and then click on the Page Number under Header and Footer.

Step 10. After clicking on Page Number, select Top of Page.

Step 11. Select Plain Number 1.
Part 3: Set up your Running Head

Step 12. Under Design tab, click the box Different First Page (the number 1 will disappear).

Step 13. Type in Running Head: First two words of your title.

For example:

Running Head: CAREER WEBSITES

Note: The R and H in Running Head are capitalized. Then only the first two words of your title are used and capitalized.

Step 14. Then tab over twice to place the page number on the right side of the page and then type 1.

Close out Header.
Step 15. Press Ctrl and Enter buttons together (this will bring you to page 2).

Step 16. Double click on the header on page 2. Before the number 2 type in all capitalized letters the first two words of your title.

Step 17. Hit the tab button twice to bring the Number 2 to the right side of the Header.

Click the Close Header/Footer box in the upper right corner of your computer screen.
Part 4: Typing your Cover Page

The Cover Page Information includes the following information:

Title of Paper

Your Name

Bryant & Stratton College

SOSC102: Sociology

Instructor’s Name

June 1, 2011

Your course number will be Alpha-numeric, followed by the course title.

Remember: After you type in your date, hit “enter” until you get to the second page.

When you start the text portion of your paper on page 2 align your text left.