1. From WORD click on the Insert tab; click Page number - Select Top of Page, Plain Number 3.

2. Place cursor immediately before the page # 1

3. Type “Running head: TITLE OF YOUR PAPER IN CAPS” and then hit Tab 2 times to bring the Running head to the Left Margin.

From the Home Tab change the font to Times New Roman 12.
All of your remaining pages should now be paginated with your running head.