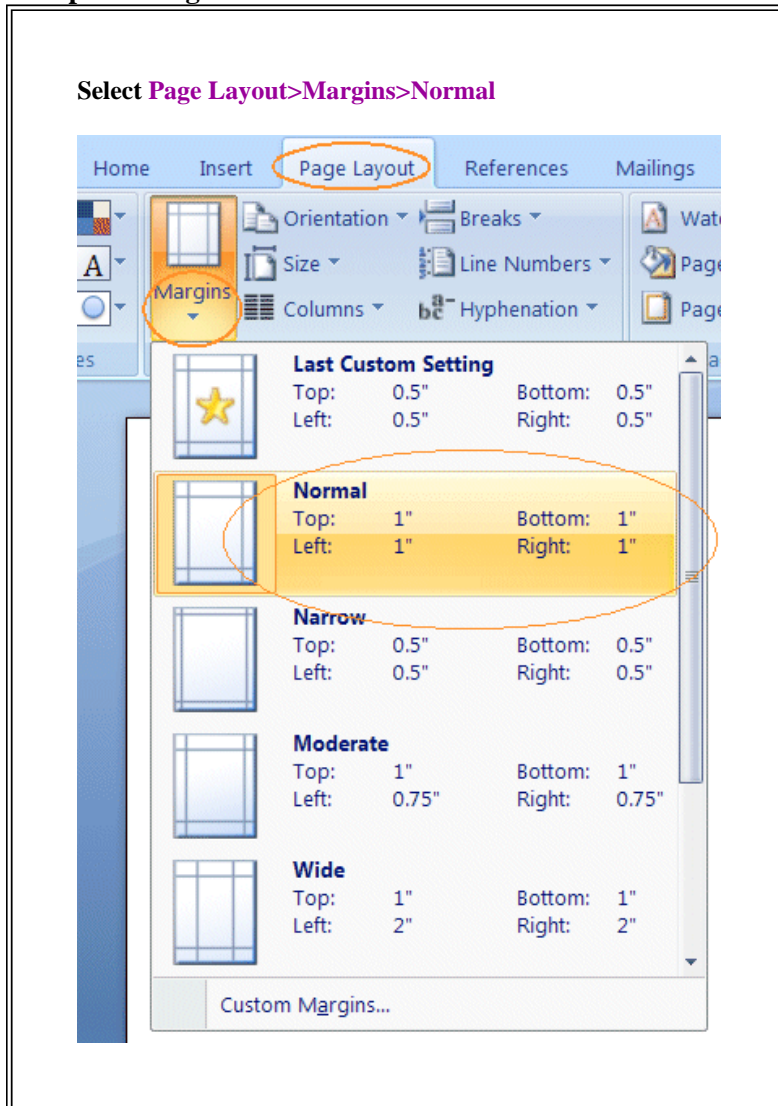


Formatting Your Paper in MicroSoft Word 2007

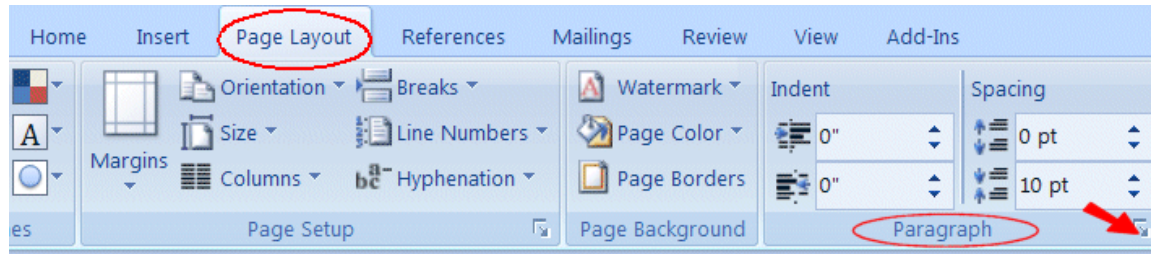
[<< Back to Section 2. Formatting Your Paper](#)

Set up 1" Margins

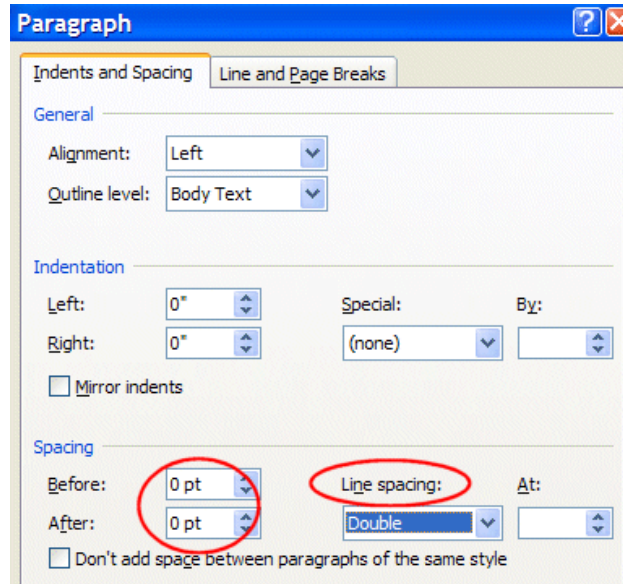


Set up Double Spacing

Step 1 - Select **Page Layout > Paragraph**



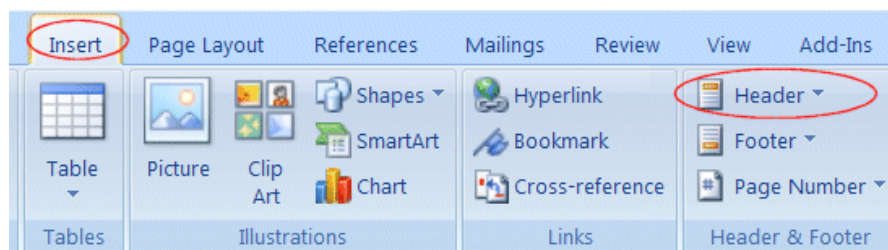
Step 2 - Find "Line Spacing" and select "Double" from the box.



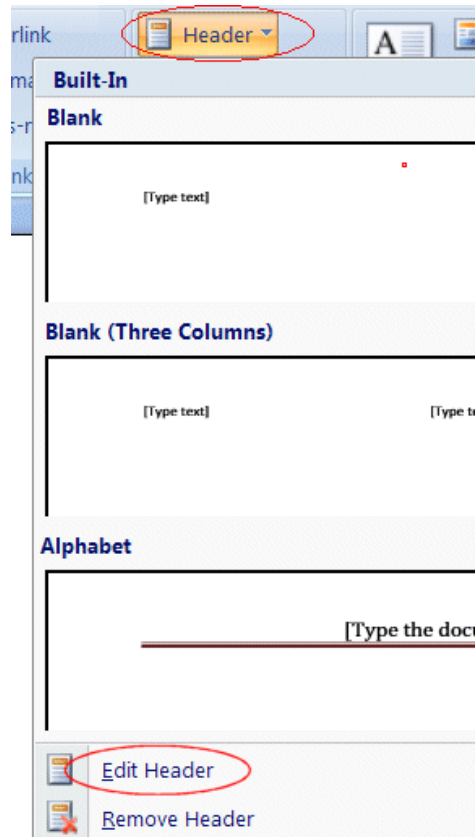
Set up Running Head and Page Number

Your Running head will appear flush left while the page number will appear in the upper right hand corner of each page.

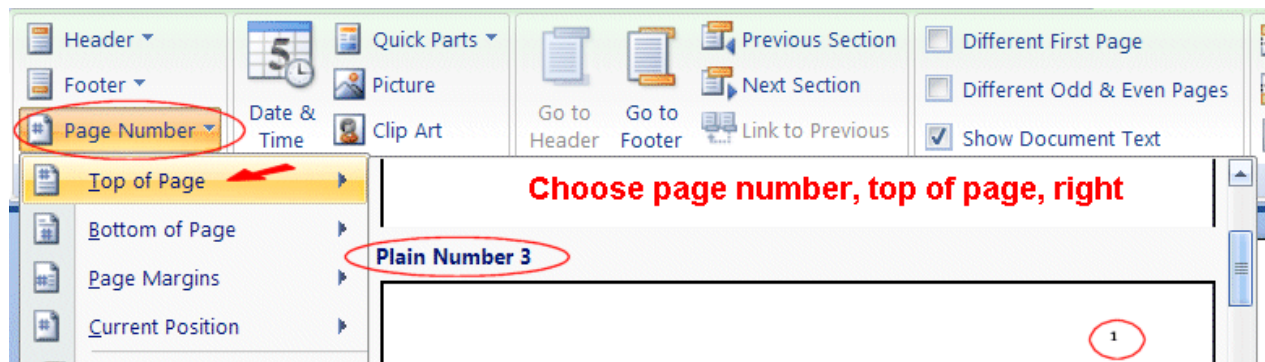
Step 1 - Select **Insert > Header**



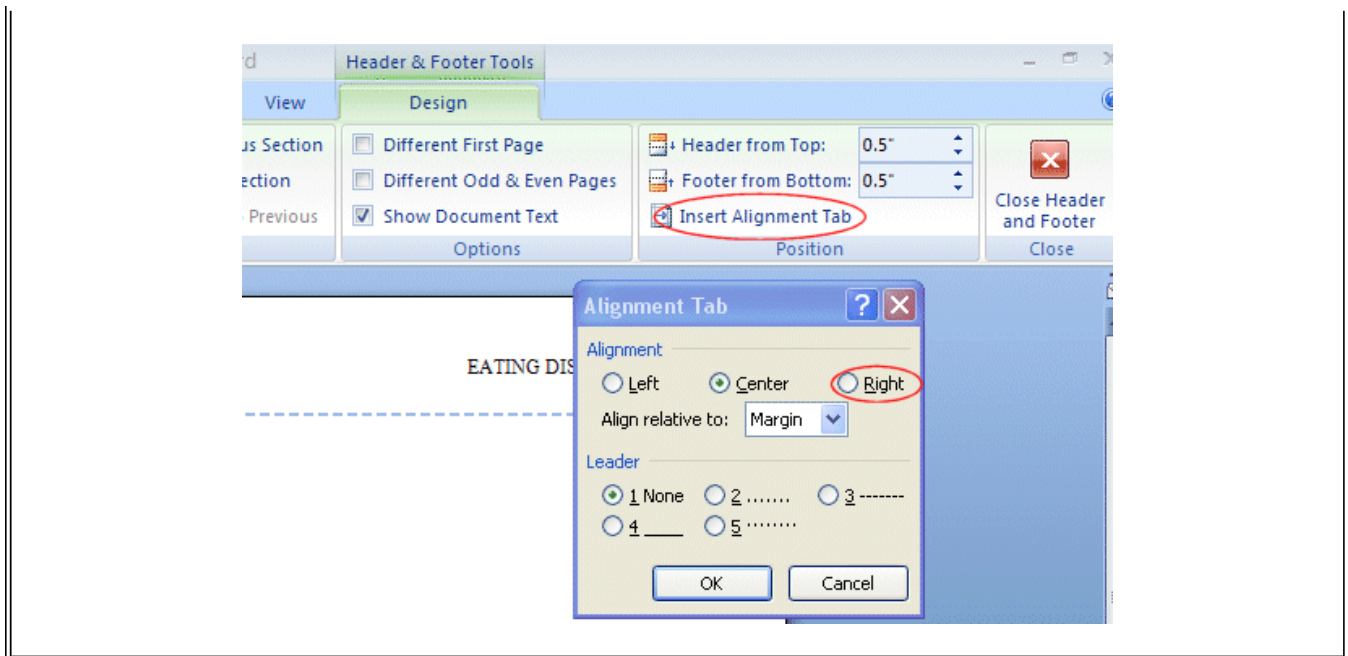
Step 2 - Click on Header. From the box that appears, go to the bottom and select Edit Header.



Step 3 - Select Page Number, Top of page and from the list given, choose the page number that is top right.



Step 4 - The number one (1) will appear on your page to the right. Type "Running head:", and, in caps, your abbreviated title. Hit the space bar once. From the *Position 4* section on the toolbar, click on "Insert Alignment Tab." From the box that appears, choose "Right." Close the Header box using the link in the top right corner.



Type Your Title, Name and School

Once the page has been formatted and your running header is in place, space down to the center of your page and type the title of your paper (10 to 12 words), your name, and your school (centered on the page and on separate lines).

Title page of a sample paper

Running head: EATING DISORDERS < Running head Page number > 1

Title > Eating Disorders and Anxiety in College Students

Name > Tisha A. Simpson

Institution > The University of Southern Mississippi

[<< Back to Section 2. Formatting Your Paper](#)