

To insert a header in Microsoft Word, select **View**, then **Header and Footer** from the Word toolbar. Then, left justify the line and type "Running head" and a shortened version of the title of your paper in all caps. Next, insert an automatic page number by choosing the **Insert Page Number** button on the Header and Footer toolbar. Be sure to select "**Different First Page.**"

Final Research Paper: Common Core State Standards

Ashford University guidelines require title pages to include the course, instructor's name, and date. This requirement is specific to Ashford and is not included in the APA Publication Manual (6th edition).

Samuel Student
ENG122: English Composition II
Professor Smith
June 21, 2017

In the top half of the page, include all information shown here, centered and double-spaced.

To center text in Microsoft Word, first highlight the text. Next select **Paragraph** from the Word toolbar. Then, on the **Indents and Spacing** tab, choose **Centered** from the drop-down list next to the word Alignment.

Margins should be 1 inch on all sides. To change your margins, select **Layout** in the Word toolbar, then **Margins**. From there, select "**Normal.**"