

Formatting an APA Title Page

Upon completion of this lesson, you will be able to correctly format the title page according to APA using MS Word. The title page is the first page of the document. The main components of the title page are the running head, the page header, the title, and the author information.

Reference Location(s) in the APA Manual

Refer to the following sections of the APA manual for specific formatting guidelines for the title page:

Section	Content
1.06 Title Page	Requirements for the elements of the title page
3.13 Major Words in Titles and Headings	Guidelines for capitalizing titles and headings
5.06 Page Numbers and Manuscript Page Headers	Requirements for pagination and page headers
5.15 Title Page	Instructions for formatting the title page
Figure 5.1	Sample title page

Overview of the Formatting Guidelines

- Both the running head and page header appear near the top of the document, but the running head appears only on the first page.
- The running head is left aligned at the left margin, whereas the page header is right-aligned at the right margin.
- The running head contains a label and an abbreviated form of the title that should contain no more than 50 characters.
- The page header contains the first two or three words of the title followed by five spaces and the page number.
- The title and author information should appear in the top half of the paper but not at the top of the page.
- The title should summarize the main idea of the paper and identify the variables or concepts explored in the study (if applicable), the optimal length of the title is 10 to 12 words.
- The author information to be included on the title page consists of the byline and institutional affiliation. The byline is for the name(s) of the author(s); the affiliation identifies the author's institution or organization.
- The lines of the author information, as well as the title, should be double-spaced and centered between the left and right margin of the page.
- No other components are included on an APA title page.

Examples of Title Pages

Correctly Formatted Title Page

Below is an example of a correctly formatted title page.

Students' Perceptions 1

Running head: PERCEPTIONS OF SCENARIO-BASED INSTRUCTION

Students' Perceptions of Scenario-Based Instruction in Educational Research Courses

John A. Doe

University of West Florida

Incorrectly Formatted Title Page

The following title page contains several errors:

- The shortened title in the page header is not the first two or three words of the title.
- The shortened title in the page header is not five spaces to the left of the page number.
- The label for the running head is not capitalized correctly.
- The abbreviated title in the running head contains more than 50 characters.
- The title contains redundant words.

Students' Perceptions of Instruction 1

Running Head: STUDENTS' PERCEPTIONS OF SCENARIO-BASED INSTRUCTION

A Study of Students' Perceptions of Scenario-Based Instruction in Educational Research Courses

John A. Doe
University of West Florida

Common Mistakes Made on the Title Page

Listed below are common mistakes made when formatting a title page.

Page Header

- Including more than three words from the title
- Separating the shortened title and the page number with only one space
- Omitting the page header from the title page

Running Head

- Capitalizing the *h* in *head*
- Capitalizing the entire label
- Including more than 50 characters in the abbreviated title

Title

- Using a title that is too short or too broad
- Including redundancies in the title

Author Information

- Using only an initial for the author's first name.




Applying the APA Title Page Guidelines in MS Word

Text Alignment

When creating a title page in MS Word, use the alignment tools for positioning text horizontally between the left and right margins.

To set or change the alignment of a paragraph or line of text:

1. Click within the line or paragraph to position the cursor or select the line or paragraph.
2. Click the appropriate alignment button.

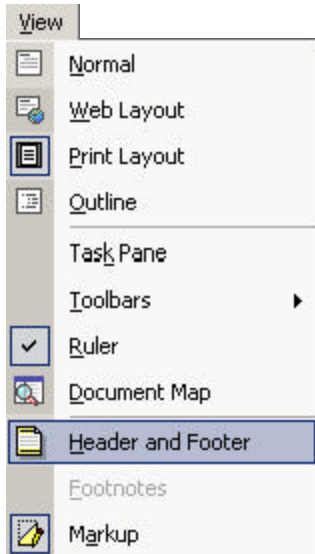
Tool	Function
	Left-align the current line or paragraph
	Center-align the current line or paragraph
	Right-align the current line or paragraph

Page Header

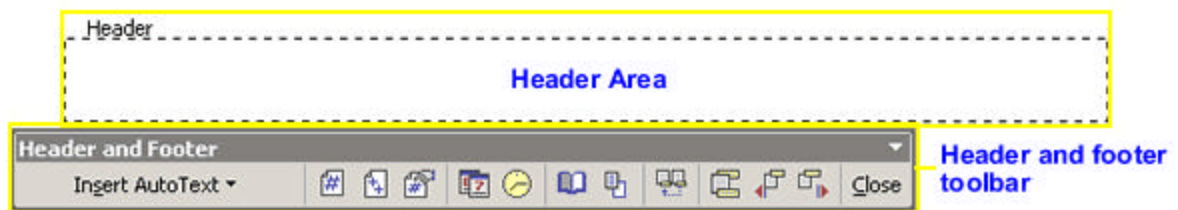
You should make sure that you add the page header in the correct location in the document (which is in the header area). When inserting page numbers in the page header, you should use the tools in Word rather than manually typing the numbers. One of the main reasons is that if you add or remove a page, Word will automatically renumber the pages for you if you have used the appropriate tools to add the page numbers.

There are several methods of accessing the header area and adding page numbers in MS® Word. The method presented in this document uses the *header and footer* toolbar. To add the page header:

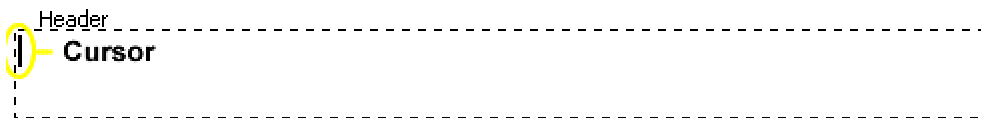
1. Select *header and footer* from the *view* menu to access the header area of the document.



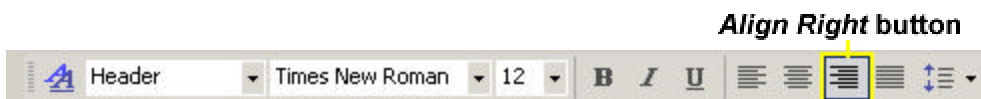
2. In the header and footer view of the document, a border appears around the header area and the header and footer toolbar displays. Depending on the configuration of Word, the header and footer toolbar may appear in a floating position (on top of the document, as shown below) or in a docked position with the other toolbars. Locate the header and footer toolbar on your screen by matching the icons shown in the toolbar below.



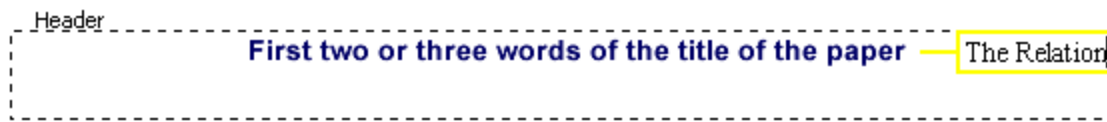
3. Position the cursor in the top line of the header area, which is where you will begin typing.



4. Click the *align right* button on the formatting toolbar to set the formatting to right-alignment (also known as right-justification). (Note: Alternatively, you can use the *paragraph* command on the *format* menu and select *right* from the *alignment* box.)



5. Type the first two or three words of the title of the paper as the short title. Then press the spacebar five times (to add 5 spaces after the short title).

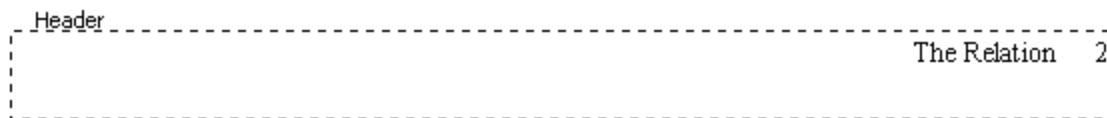


6. Click the *insert page number* button on the header and footer toolbar to insert the page number at the location of the cursor.

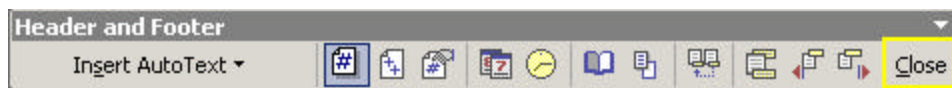


Insert Page Number button

The header should contain the short title, five spaces, and the page number of the current page (aligned at the right margin).



7. To close the header and footer area and return to the body of the document, click the *close* button on the header and footer toolbar.



Close button

Reference

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association.