



7th Edition

# Student Title Page Guide

**NOTE:** These guidelines should be used to create title pages for student papers. However, if instructors or institutions provide different guidance, students should abide by those directions.

**TITLE PAGE:** The title page needs to provide information about the paper's topic and authors and the course to which it is being submitted.

## Title Page Content

A student title page includes the following elements:

- title of the paper
- author(s)
  - include the full names of all authors of the paper; use the form first name, middle initial, last name (e.g., Betsy R. Klein)
  - if two authors, separate with the word "and" (e.g., Ainsley E. Baum and Lucy K. Reid)
  - if three or more authors, separate each name with a comma and write the word "and" before the last author (e.g., Riley S. Rodrigo, Dev M. Kumar, and Aidan T. Zhang)
  - for names with suffixes, separate the suffix from the rest of the name with a space, not a comma (e.g., Felicien L. Cooke Jr.)
- affiliation
  - is usually the university the author(s) attended
  - include the name of the department or division, followed by the name of the university, separated by a comma (e.g., Department of Psychology, University of Nebraska)
- course name and number
  - use the format shown on institutional materials for the course to which the paper is being submitted (e.g., PSY 202, NURS101)
- instructor name
  - use the instructor's preferred designation (e.g., Dr., Professor) and spelling
- assignment due date
  - use the month, date, and year format used in your country
  - spell out the month (e.g., March 6, 2020)
- header with the page number

## Title Page Format

- recommended fonts: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, 11-point Georgia, or 10-point Computer Modern<sup>1</sup>
- 1-in. margins on all sides
- placement: first page of the paper
- title, author name(s), university, course name and number, instructor name, assignment due date
  - positioned in the upper-middle of the page (3 or 4 lines below the top of the page)
  - centered
  - double-spaced
  - not bold or italic, except for the paper title (see more in the next section)
  - each element placed on a separate line
  - no extra lines added between elements, except after the paper title (see more in the next section)
- header:
  - page number (starting at 1) in the top right corner inserted using the automatic page-numbering function of your word-processing program
  - no running head<sup>2</sup>

## Special Considerations for the Paper Title

- written in title case
  - capitalize the first word of the title and the first word of any subtitle (after a colon, dash, etc.)
  - capitalize all major words in the title (i.e., nouns, verbs, adjectives, adverbs, pronouns, and words of four letters or more)
  - capitalize the second part of hyphenated major words (e.g., "Self-Report")
  - lowercase minor short words (i.e., conjunctions of three letters or fewer; prepositions of three letters or fewer; and articles "a," "an," and "the")
  - also capitalize "is" and "be" (because they are verbs) and "with" (because it has four letters)
- **bold**
- place one double-spaced blank line between the paper title and the author names



Academic Writer®

Academic Writer includes formatting tools and structured forms to help you seamlessly format your title page in APA Style.

<sup>1</sup> Unless requested otherwise; consult your instructor for appropriate formatting guidelines.

<sup>2</sup> The running head is not required for student papers unless requested by your instructor or institution. The running head is an abbreviated version of the paper title that is 50 characters or fewer, counting letters, punctuation, and spaces between words as characters. If requested, it should appear in the page header, flush left and across from the right-aligned page number. It should be written in ALL-CAPITAL letters.



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