**Title Page Formatting in APA Style**

The Title Page is the first page of a scientific report. The rules for preparing the title page according to APA Style referencing are the following

**I. General Rules**

* The page should be typed in double-space
* The paper size should be 8.5" x 11" with 1" margins on all sides.
* The font type should be Times New Roman with a font size of 12 pt.

**II. Components of Title Page**

As per APA Style , the title page consists of the following components.

* Running head (or shortened title)
* Page number
* Full title of the paper
* Author byline
* Institution
* Author note (optional)

**Running head**

* The running head is a shortened form of the title of your paper.
* It should appear in uppercase letters at the top left of the title page.
* The running head should be preceded by the label “ Running head” and a colon.
* The running head should not be more than 50 characters long (including spaces).
* The running head should be in capital letters. (The label in small letters)
* The running head can be inserted in the title using ‘ insert header’ option in MS Word.

**Page number**

* The page number is given in Arabic numerals
* The page number should be placed on the upper right corner of the title page
* It can be inserted in the title using ‘ insert header’ option in MS Word.

**Full title of the paper**

* The full title of the paper is centered in the upper half of the page
* The first letter of each major word in the title must be capitalized
* The paper’s title should be a maximum of 12 words
* It should be limited to one or two lines
* Using abbreviations and unnecessary words in title should be avoided
* The title should not be formatted with bold, italics, underlining, or quotation marks

**Author byline**

* The author byline is comprised of the author(s)’ first name(s), middle initial(s), and last name(s)
* this line follows after the full title of the paper.
* Two authors are separated by the word and, but more than two authors’ names are separated by commas.
* The Author’s name appears in the order, first name, middle name and ;last name
* Do not use titles (Dr.) or degrees (PhD) along with author name

**Institution**

* Following the author byline is the institutional affiliation of the author(s)
* This can be in two lines

Author Note

* This is optional
* Any additional lines of information to be provided may be given in author note
* The author’s note is positioned in the lower half of the title page