**Title Page Formatting in APA Style**

The American Psychological Association (APA) style manual is a widely accepted standard for preparing scientific papers and reports in the social sciences and other fields, such as behavioural sciences, education, business, and nursing. The latest edition of American Psychological Association (APA) style manual is edition 6 published in the year 2010.

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

 **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

**DRAW A TEMPLATE OF THE TITLE PAGE**