

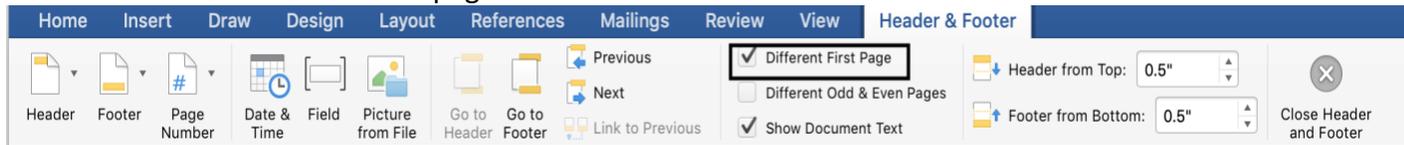


How to create an APA Style Title Page

Step 1: Set your **margins to 1 inch**, by going to the “Layout” tab and selecting the “Normal” layout in the drop-down menu. (This is usually the default setting in Microsoft Word.)

Step 2: Set your font to “**Times New Roman**” by going to the “Home” tab and clicking the drop-down menu of fonts. Then, set your font size to **12 pt.** by clicking the drop-down menu directly to the right of the font menu.

Step 3: You will then create your **running header**. Go to the “Insert” tab, and select the drop-down box under “header” where you will select the very first option. You will then return to the ribbon and select “Different first page.”



Step 4: Enter the text “**Running head**” followed by a colon and a **shortened title** of your paper in all capital letters.

Ex: Running head: SHORTENED TITLE OF PAPER

Step 5: Hit the “tab” key on your keyboard, return to the header and select “page number.” In the drop-down menu, go to “current position” and select the right-aligned option. Then, double click anywhere to exit the header.

Step 6: To set up the title for your APA paper, hit the “**enter**” key **5 times**. Then, go to the “home” tab and go to the “paragraph” section in the ribbon and click “**center.**”

Step 7: Enter the full title of your paper using standard capitalization.

Step 8: Go to the “spacing” tool in the ribbon of the “Home” tab, and select **double spacing** (2.0). Then, return to the spacing tool and select “**Remove space after paragraph.**”

Step 9: Hit “enter” and place your name below the title. Hit “enter” again and type the name of your college. Once done, your title page is complete. **An example is on the back of this page.**

Full Title of Your Paper

Your Name

Post University