Creating an APA Title Page

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Persuasive Writing CS007-A02

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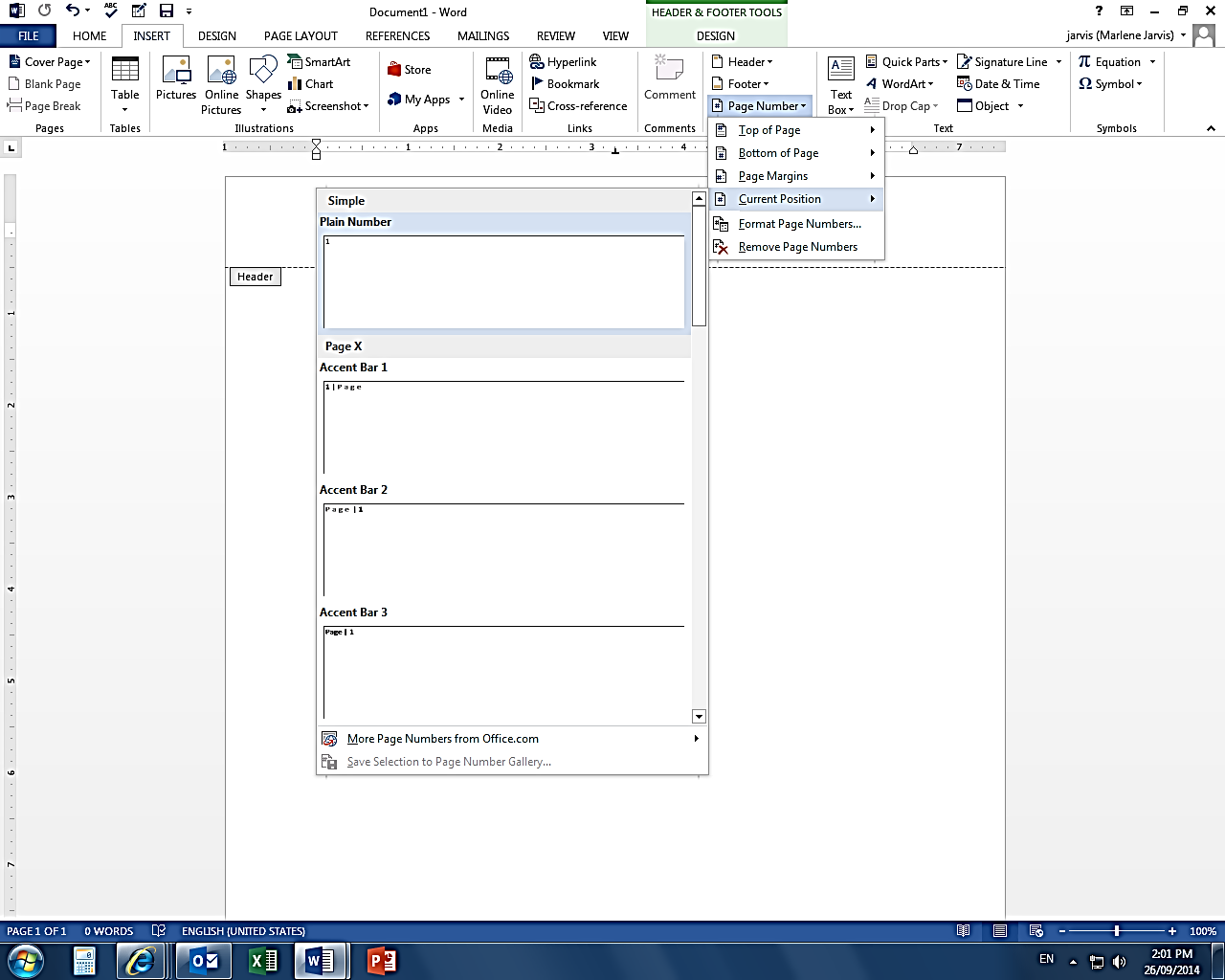
Friday, January 31, 2014

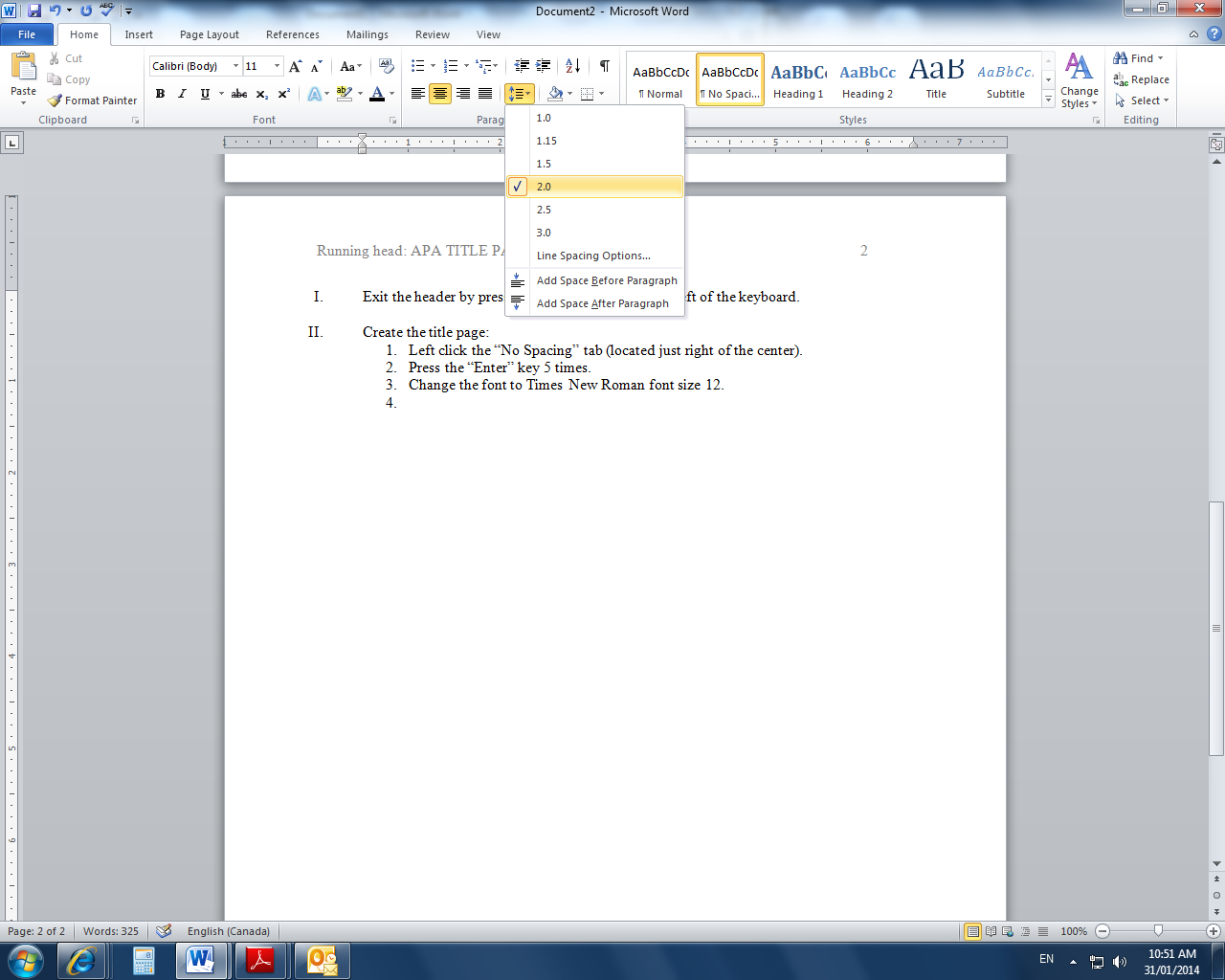
Creating an APA Title Page

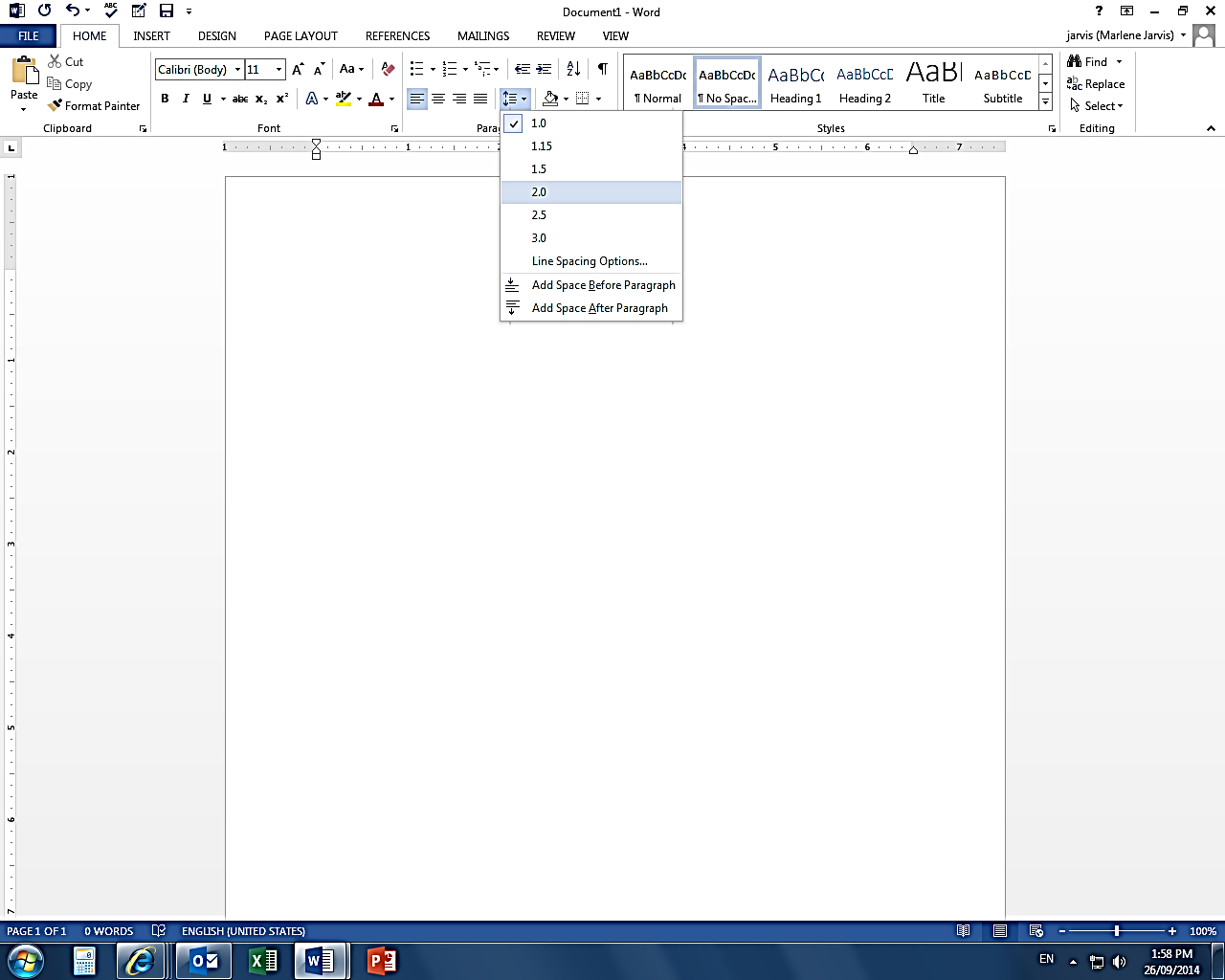
1. Open a new Word Document:
2. Left click the “File” tab in the upper left corner of the screen;
3. Left click “New”;
4. Left click “Blank Document.”
5. The default margin settings in Word are for 1 inch margins; leave it set for 1 inch.
6. Create the Running head as in the example above:
7. Left click several times at the very top of the document (the upper margin) to open the header.
8. Change the font to Times New Roman and font size 12.
9. Type these words followed by one space: Running head:
10. In all capital letters, type in a shortened version of the title of your document; note that the running head cannot be more than 50 characters long and must use words from your title.

* If the running head for writing assignment #2 titled “The Obesity Crisis in Canada,” you must use words from the title on the title page.
* If the teacher says to call it “Writing Assignment 2,” change the title to read “Writing Assignment 2: The Obesity Crisis in Canada.” The running head can then be either “WRITING ASSIGNMENT 2” or “THE OBESITY CRISIS IN CANADA” depending on what your teacher has instructed you to do.

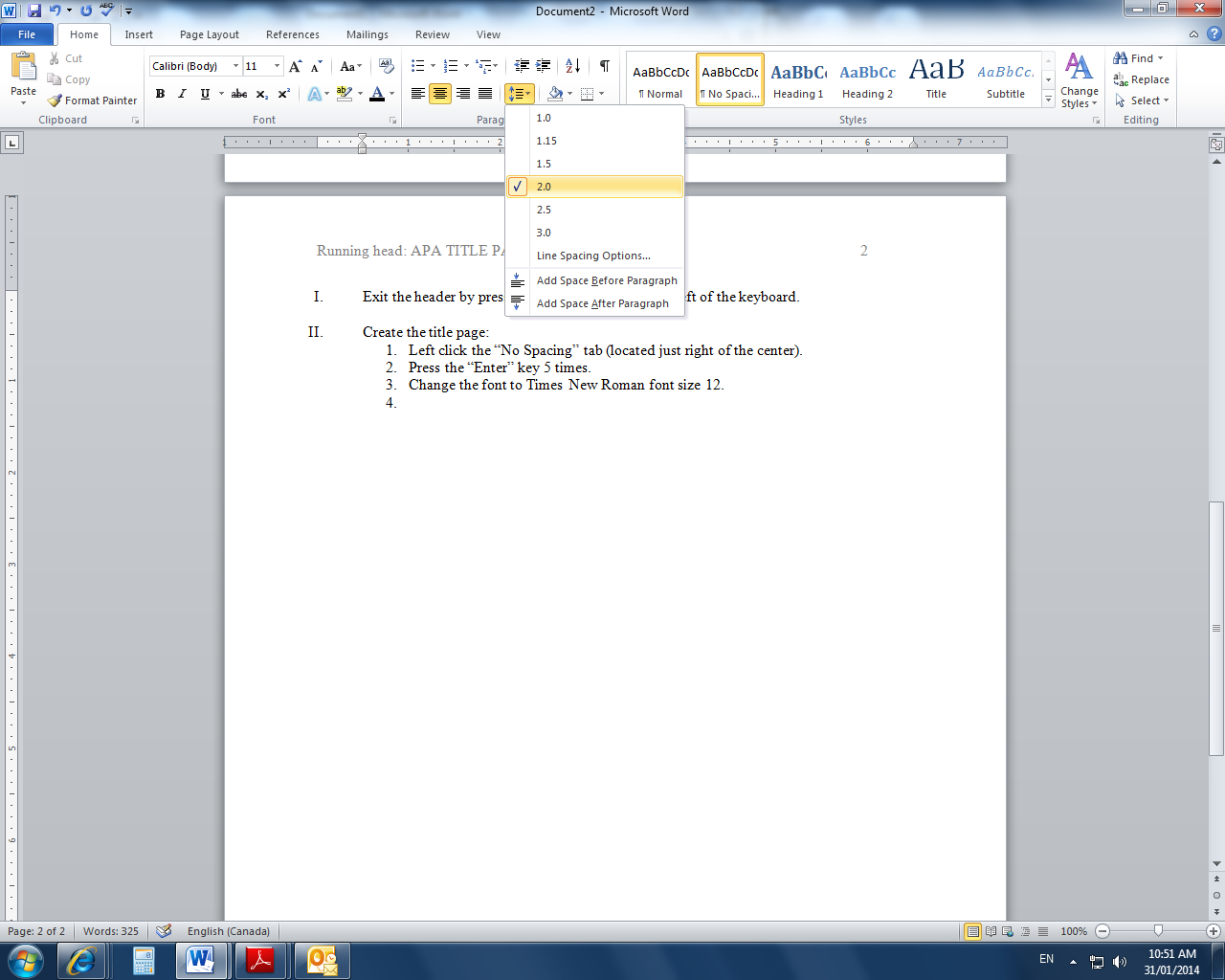
1. Press the “Tab” key so that your cursor goes to the right hand margin (approximately 2 times).
2. Insert the page number:
3. Left click the “Page Number” tab in the upper left corner of the screen;
4. Select “Current Position”;
5. Select “Plain Number.”



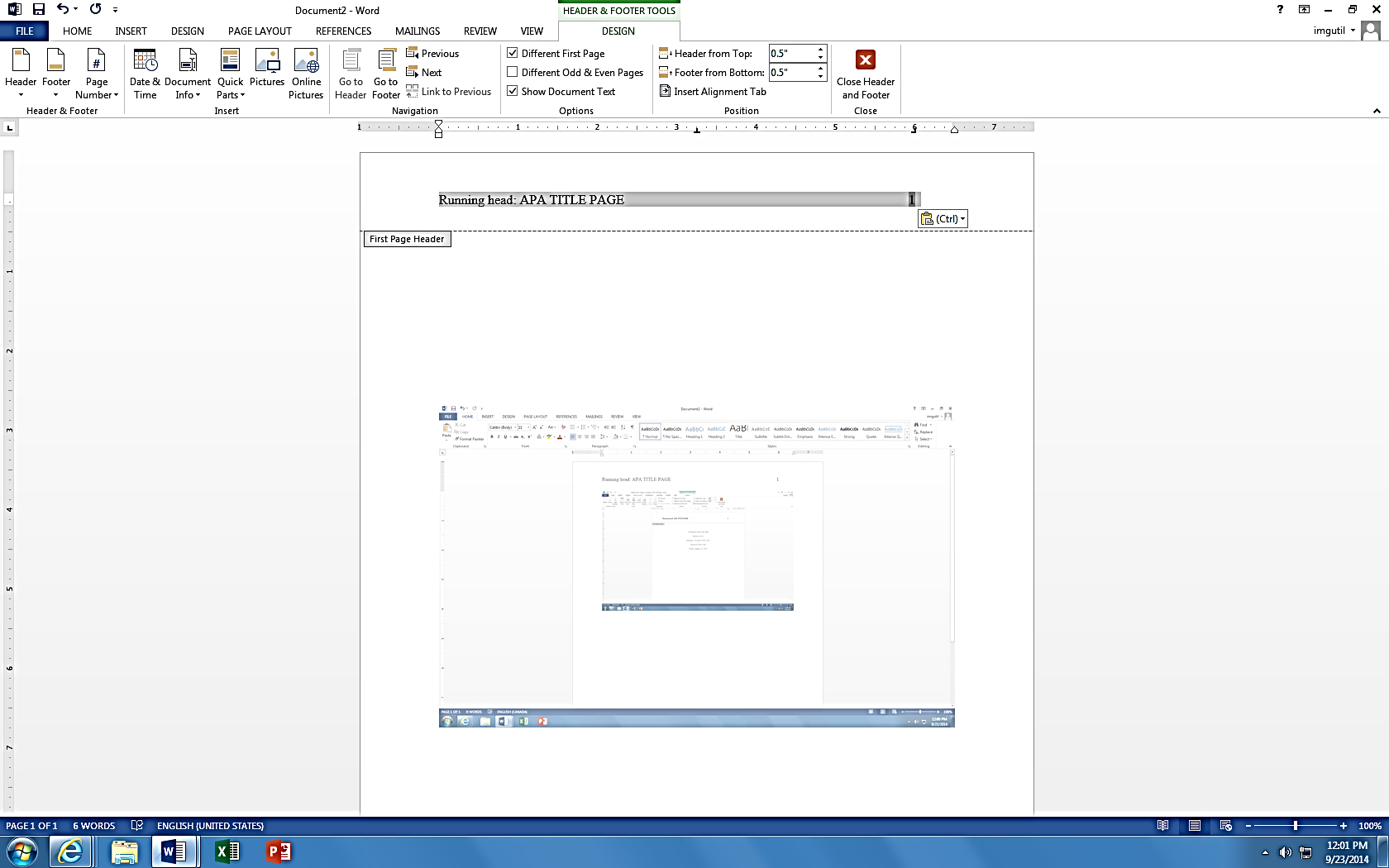
1. Exit the header by pressing the “Esc” on the upper left of the keyboard.
2. Format the title page:
3. Left click the “No Spacing” tab (located just right of the center).
4. Press the “Enter” key 5 times.
5. Change the font to Times New Roman font size 12.
6. Select the “Line and Paragraph Spacing” button located approximately in the center of the “Paragraph” tool bar.



1. Select the “Center” button located at the left of the “Paragraph” tool bar.



1. Type the text:
2. Type in line one the title of your paper.
3. Type in line two your name.
4. Type in line three the name of the course, its course code, and section number. Example: Persuasive Writing CS007-A02
5. Type in line four the instructor’s name (and be careful to spell it correctly; you can see the teacher’s name and the course name in Blackboard).
6. Type in line five the date the assignment is due. The following example is APA formatted: Friday, January 31, 2014
7. Left click the “Insert” tab in the upper left corner of the screen.
8. Left click “Page Break”
9. Change the running head on page 2:
10. Go into the header of page 1 and copy it by selecting the text, right clicking the mouse, and clicking on “Copy.” Be sure to copy the page number and the running head.
11. Select “Header & Footer Tools” and “Different First Page;” the running head will disappear on the **first** page.
12. To reinsert the running head on page 1, right click the mouse, and under “Paste Option,” left click the left most clipboard icon.



1. Go to the header on page 2 and delete the words “Running head:” and the space that follows it; exit the header by pressing the “Esc” on the upper left of the keyboard.
2. Left justify the line and press **Tab** once to indent the first sentence of your paper, and you are ready to begin.

