

You should have a running head (shortened title of your paper) and page number on every page of your paper:

- Title page: include page number and “Running head:” in front of the title of your paper in all capitals.
- Page 2 onwards: include page numbers and only the title of your paper in all capitals (see next page for example).
- Should be no longer than 50 characters long.

UBCO Sample Title Page:
How to Make an APA Formatted Title Page

Sally S. Sample

UBC Okanagan

80029834

ENGL 112 Section 101

Dr. Tammy Teacher

October 20, 2019

Ensure the title information for your paper is spaced to start 1/3rd of the way down your title page.

REQUIRED:

You should always include the following:

- Title no longer than 12 words (subtitle on separate line if included)
- Your name
- Your school

OPTIONAL:

At your professor/instructor’s discretion, you can include:

- Student number
- Course number/section
- Prof/Instructor’s name
- Date submitted

GENERAL FORMATTING:

The following rules apply to all APA formatted papers:

- 8.5”x11” paper
- Times New Roman, 12 pt. font (general text, running head, and page numbers)
- 1” margins (2.54 cm)
- Double spaced

Always check with your professor/instructor first to ensure you are meeting the necessary requirements for your papers formatting.

See pages 41-59 of the Publication Manual of the American Psychological Association for more visual examples of formatting for your paper.

UBCO Sample Title Page: How to Make an APA Formatted Title Page

Always restate
your paper's title

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If you are not asked by your professor/instructor for an abstract, then you will start your paper immediately beginning with your introduction. There is no section header necessary for your introduction.

After your introduction, follow the instructions given by your professor/instructor as to which (if any) section headers they would like you to use in your paper.

For more information on section headers, consult pages 27-40 of the Publication Manual of the American Psychological Association or the Purdue Online Writing Lab's Headings and Seriation page online.