

## Handout Number 21

### How to write a Title Page for your term paper

The title page includes three elements: running head for publication, title, and institutional affiliation. Identify the title page with a manuscript page header and the page number 1, placed in the upper right-hand corner of the page.

**Running head for publication:** An Abbreviated title will be used as a running head for the published article. Type the running head flush left at the top of the title page in all uppercase letters. Do not exceed 50 characters, including punctuation and spaces.

**Title:** Type the title in uppercase and lowercase letters, centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines, double-space between the lines.

**Names:** Write your name using uppercase and lowercase letters, centered between the side margins, one double-spaced line below the title.

**Two or more names:** If two or more names who follow each other in order are at the same institution, type them in on one line if space permits. Separate the two names with the word *and*, separate the names of three or more with commas, and insert the word *and* before the last name.

Example: Two names: John Q. Foster and Roy R. Davis

Example: three or more: Juanita Fuentes, Paul Dykes, and Susan Watanabe

**Institutional Affiliation:** type the institutional affiliation, centered under the author's name, on the next double-spaced line.

Example: Notre Dame University

**Header:** Type the keyword or the abbreviation of the title followed by the page number 1. There should be five spaces between the word and the page number

The front page should look like the form below;

Running head: INDIVIDUAL DIFFERENCES IN BIMODAL PROCESSES

Individual Differences in Bimodal Processing

and Text Recall

Bruce R. Dunn

Notre Dame University

Prepared by Mr. Wessam Chibani

American Psychological Association (2006). *Publication manual of the American Psychological Association, 5<sup>th</sup> ed.* Washington, DC: Library of Congress.

The book is available at the Writing Center (Code: HAWC 10)