



## Setting Up Your Title Page

This handout explains how to create a title page for your paper in Academic Writer.

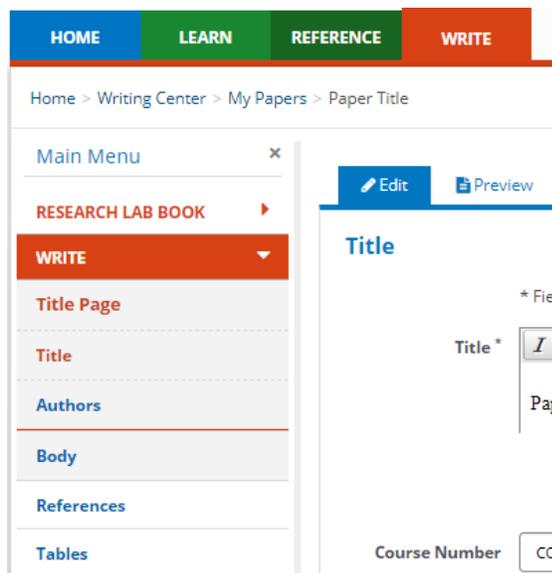
APA Style® guidelines recommend including the following information on the title page for student assignments:

- Page number,
- Title,
- Author name and affiliation,
- Course number and name,
- Instructor, and
- Assignment due date.

You may have different requirements from your professor, department, or school. By default, Academic Writer excludes the running head, abstract, keywords, and author note from papers started as student assignments, but you can always add them using the **Page Layout Settings** (for the running head) or **Customize Paper Sections** (for the abstract, keywords, and author note) icon in the upper right corner of the paper editor.

## Title Page Elements

Access title page elements from the Main Menu on the left side of the paper editor.



You can edit the paper title you entered when you created your document and add other course details. Note that the **Course Name** field will show as the subject in the **My Papers** view of the Writing Center.

Main Menu ×

RESEARCH LAB BOOK ▶

**WRITE** ▼

Title Page

Title

Authors

Body

References

Tables

Figures

Appendices

CHECK ▶

SETTINGS ▶

EXPORT ▶

Edit Preview Collaborate

**Title**

\* Fields marked with an asterisk are required.

Title \* I U x<sup>2</sup> x<sub>2</sub> Ω

Paper Title

Format in Title Case

Course Number COURSE 101

Course Name Course Name

Professor Professor

Date Month ▼ Day ▼ Year

My instructor requires a running head in this paper.

Cancel Save

Save and Continue to Author(s) >>

The **My Papers** view shows the **Course Name** in the **Subject** column.

HOME LEARN REFERENCE **WRITE**

Home > Writing Center > My Papers

**My Papers** + Write a New Paper ◀ 1 2 ▶

Title ▼	Collaboration ▼	Date ▼	Subject ▼	Action
Paper Title	Owner	02/10/20	Course Name	Show Details
The Overlooked Aspects of Childhood Obesity Interventions: A Response to Weir (2012)	Owner	02/05/20	Reaction Paper	Show Details
Washing Away Your (Good or Bad) Luck: Physical Cleansing Affects Risk-Taking Behavior	Collaborator	02/05/20		Show Details

Academic Writer will assist you by placing the required elements in the correct position. Use the **Preview** tab to see how the title page will look when you export your paper.

The screenshot displays the Academic Writer software interface. At the top, there is a navigation bar with tabs for HOME, LEARN, REFERENCE, and WRITE. Below this, a breadcrumb trail reads 'Home > Writing Center > My Papers > Paper Title'. On the left side, a 'Main Menu' is visible, containing several sections: 'RESEARCH LAB BOOK', 'WRITE' (highlighted in red), 'Title Page', 'Body' (with a '+ New Section' button), 'References', 'Tables', 'Figures', 'Appendices', 'CHECK', 'SETTINGS', and 'EXPORT'. The central area shows a 'Preview' tab selected, displaying a title page layout. The text on the title page is centered and includes: 'Paper Title', 'First M. Last', 'APA', 'COURSE 101: Course Name', 'Professor', and 'January 1, 2020'. The page number '1' is shown at the top right of the preview area. At the top of the preview area, there are icons for 'Edit', 'Preview', and 'Collaborate', along with search and navigation controls.

Understanding how to format the title page, and how Academic Writer can assist you with certain fields in the **Title Page** form, may help you add any other information required by your professor, department, or school.

And remember, you can always edit your paper after you export it.

For additional details about title page components and formatting, please see the Academic Writer quick guide, *Title Page*.

## Contact Us

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