University of
Mary Washington
Speaking and Writing Center

APA Title Page

Author Name

University Affiliation

Course Abbreviation and Number: Course name

Professor's Name

Assignment Due Date

Speaking and Writing Center [1]: Font should be in an accessible font: Times New Roman (12 pt), Arial (11 pt), Calibri (11 pt), or other Sans Serif fonts are acceptable.

Speaking and Writing Center [2]: Title should be bold and center of the page.

Speaking and Writing Center [3]: Skip 2 lines by hitting enter twice between the title and your name. In addition, the whole paper should be double spaced.

Speaking and Writing Center [4]: There is a difference between APA format for student papers and professional papers; this is specifically for a student paper. If your professor wants you to use the professional format, Purdue owl has both formats with examples on their website.

Abstract

- Without indenting, write a brief summary of the highlights of your paper.

  - This should have the research topic, research questions, participants, methods, results, data analysis, and conclusions.

- The overall abstract should be no more than 250 words.

- If you want to list keywords for your abstract, start on a new line and indent, and type

  Keywords: And list the keywords.

Headers: The headers on a professional and student paper should both be on the top right corner of every page with only a couple of differences. Student papers should include only the page number.

> **Speaking and Writing Center [5]:** The word "abstract" should be centered aligned and bolded at the top of your page.

> **Speaking and Writing Center [6]:** While professional papers require them, abstracts are not always required for student papers. If you are unsure about whether you need to write one or not, ask your professor.

> **Speaking and Writing Center [7]:** The word "keywords" should be italicized, and the "K" should be capitalized, as well as the first letter of the first keyword-the other keywords don't need to be capitalized.

> **Speaking and Writing Center [8]:** Professional papers should also include a shortened version of the title before the page number, formatted in all caps.

How to Format Page Headers

In Word:	In Google Docs:
- Click the "**layout**" tab - Select "**breaks**" - Under "section breaks," select "**next page**" - Go to the header of the first content page, **unselect** the option "**link to previous**" in the navigation subsection of the header and footer tab **Insert page number** on first content page in the top-right corner - Click "page number" in the "header & footer" section and select "**format page numbers**" - Under page numbering," select "**start at**" and type 1	- Click "**insert**" - Select "**page numbers**" - Select the **top right** option - The visual should depict a front page without a number and a page behind it with a 1 in the top-right corner