

Faculty of Community Services

Academic Support & Resource Centre

APA 7 Title Pages: Step-By-Step

For the following, make sure you use double-spacing, Times New Roman, and 12-point font. An example can be found on the next page.

Step 1. Set page to 1” margins on all sides.

Step 2. Enter the page number (starting at 1) in the top-right corner.

Step 3. Click enter on your keyboard to place 3-4 spaces between the top of the page and the title of your paper.

Centre-align the following information:

Step 4. Type the title of your paper and bold it.

Step 5. On a separate line, enter your name. There should be one space between the paper’s title and your name.

Step 6. On a separate line, write your institutional affiliation (e.g., Toronto Metropolitan University).

Step 7. On a separate line, write the course code and the name of the course. Make sure to separate the course code and the name of the course with a colon.

Step 8. On a separate line, write your professor’s name.

Step 9. On a separate line, put the due date.

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1" margins on all sides

Page number starting on title page; flush to right.

3-4 spaces between the top of the page and the title of the paper

[TITLE OF PAPER]

Space between the title of the paper and the author's name

[Author's Name]

[Institutional Affiliation]

[Course Code: Course Name]

[Professor's Name]

[Due Date]

Spacing: Double-spaced

Font: Times New Roman

Size: 12 pt. font

NOTE:

This is a standard APA 7th Edition title page; however, some professors may have additional requirements for student papers (e.g., student number, page count, etc.). Please check your assignment guidelines when writing your papers.