

How to Set Up a Cover Page in APA Format

Your Name

School Name or Class

Author Note

This is generally not needed for a paper turned in for a class. This is used for manuscripts being submitted to professional journals.

### How to Set Up a Cover Page in APA Format

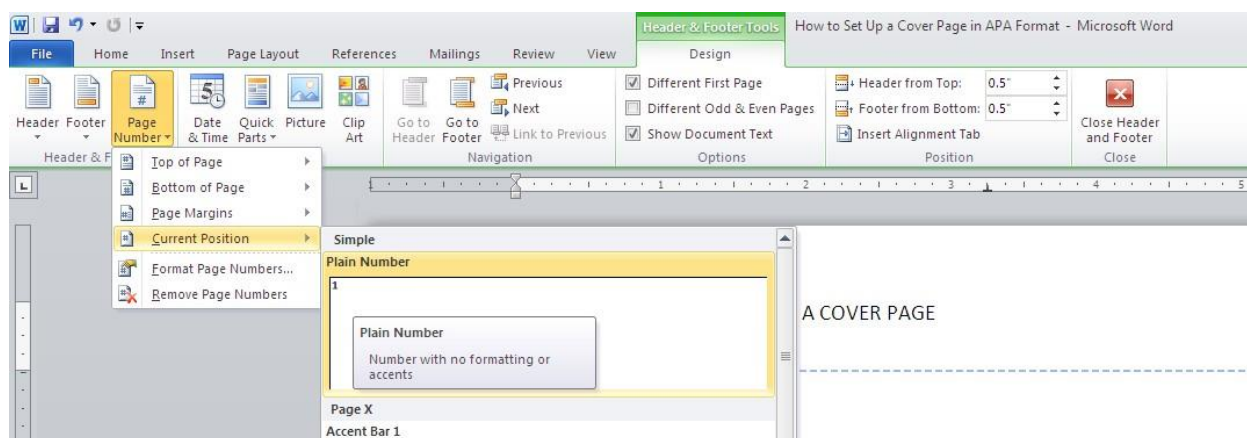
There are a few tools on your word processor that can make preparing your cover letter very simple. These instructions are based on Microsoft Word 2003 or higher. Other word processors may have different methods of producing these effects.

#### The Header

APA no longer requires the use of “RUNNING HEAD” on the first page of your paper. You only need to write the title of your paper in all caps in the top left corner of your header.

#### The Page Number

The second thing your header needs is the page number. Once you’ve typed in your running head, tab over. It should take two or three tabs and Word will automatically send your cursor to the right margin. There you will insert your page number. It is important to choose the correct one, because several page numbers will delete anything in the header when they are placed. What you want is the one labeled Current Position, then Plain Number. This will put the page number where your cursor is with no lines or fancy markings.



You will have to repeat typing your header for the second page, as it will be blank. The rest of the paper only receives “SHORT TITLE IN ALL CAPS” on the left margin and the page number on the right.

### **The Center**

In the center of the cover page, you will have three pieces of information on separate, double-spaced lines. On the first line will be your full title. It should be written normally with each word capped except for prepositions, articles, and conjunctions unless they begin the title. If you have a subheading, you may place it on the next line or allow the title to continue on and break normally. The next line should be your name. If it is a group project, it should have all the names separated by commas with an “and” before the final name. The last line is the affiliation. For a paper for class, this is generally the course name, though it can also simply be the school’s full name.

### **Author Note**

As it says in the sample above, for a class assignment an author’s note is not needed unless specifically requested by the teacher. It is used for publications in academic journals. If you need to know more about the author note for submission to an academic journal, please refer to the *Publication Manual of the American Psychological Association*.