

Running head: SHORTENED TITLE

The shortened title in an APA paper should be no more than 50 characters, including spaces.

APA papers require a title page. In the top half of the page, include all information shown below, centered and double-spaced. Please note that Ashford University APA guidelines require title pages to include the course instructor's name and date. This requirement is specific to Ashford and is not included in the APA publication guidelines as outlined in the *APA Publication Manual* (6<sup>th</sup> edition).

Title

Your First Name Your Last Name

Course Title

Instructor's Name

Date Submitted

To center a line in Microsoft Word, select **Format | Paragraph** from the Microsoft Word® menu bar. Then, on the **Indents and Spacing** tab, choose **Centered** from the drop-down list next to the word **Alignment**.

To insert a header in Microsoft Word, select **View | Header and Footer** from the Word menu bar. Then, left justify the line and type "Running head" and a shortened version of the title of your paper in all caps. Next, insert an automatic page number by choosing the **Insert Page Number** button on the Header and Footer toolbar. Be sure to select "Different on First Page."

Margins should be one inch on all sides. To change your margins, select **File | Page Setup** from the **Margins** tab on the Word menu bar. (Header and Footer margins, on the **Layout** tab, should always remain at 0.5 inches.)