Checklist for APA Style, 7th Edition: The Title Page

The following checklist has been created to assist you with formatting and editing papers in APA Style (7th ed.). Every attempt has been made to ensure that all standards can be confirmed with the APA Manual as well as other APA sources. Be aware that individual instructors may have different preferences. In these cases, check with your course instructor and follow their personal preferences. You may also find it helpful to review a Sample Student Title Page.

Title Page

☐ The title page begins on page 1. (Sect., 2.17, p. 43 & Sect. 2.18, p. 44)

☐ In the header, only include the page number in the right corner. (Sect. 2.18, p. 44)

Title

☐ The title is focused and succinct, and it contains no abbreviations. There is no word limit for the title. (Sect. 2.4, pp. 31-32)

☐ The title is centered in the upper half of the page beginning 3-4 double spaces down from the top of the page. (Sect. 2.4, p. 31-32)

☐ The title is in proper title case. This means you should capitalize the first word in the title and subtitle as well as all major words, proper nouns, and other words that are 4 or more letters. (Sect. 2.4, pp. 31-32 & Sect. 6.17, p. 167)

☐ If the title exceeds one line, it should continue on the next double-spaced line. (Sect. 2.4, pp. 31-32)

NOTE: If the title continues to another line, both lines should be visually balanced.

☐ The title should be bold. (Sect. 2.4, pp. 31-32)

☐ Add 1 double-spaced line between title and author (byline). (Sect. 2.5, p. 33)

NOTE: This means that there should be an extra space between title and author to help set off the title.

Author (Byline)

☐ The author's name (byline) is centered. (Sect. 2.4, p. 33. See example on p. 32)

☐ The author byline is not bold, underlined, or italicized. (Sect. 2.4, p. 33. See example on p. 32)

☐ If there is more than 1 author, list all authors on 1 line. Use "and" before the last author. (Sect. 2.5, p. 33)

☐ Do not include professional titles, academic degrees, professional credentials, etc. before or after the authors' names. (Sect. 2.5, p. 33)

Author Affiliation

☐ The author affiliation is centered and 1 double-spaced line below the author byline. (Sect. 2.6, pp. 33-35. See example on p. 32)

☐ Include the Department for the degree you are enrolled in and the name of the institution. (Sect. 2.6, pp. 33-35. See example on p. 32)

☐ The author affiliation is not bold, underlined, or italicized. (Sect. 2.6, pp. 33-35. See example on p. 32)

Course Information

☐ The course number and course name are 1 double-spaced line below the author affiliation. (See example on p. 32)

☐ The course number and course name are centered. (Sect. 2.3, p. 30. See example on p. 32)

☐ The course number and course name are not bold, underlined, or italicized. (See example on p. 32)

Course Instructor's Name

☐ Check with your course instructor for preferred form of name (i.e., John Smith, Dr. John Smith, or John Smith, PhD). (Sect. 2.3, p. 30)

☐ The course instructor's name is centered. (See example on p. 32)

☐ The course instructor's name is 1 double-spaced line below the course number and course name. (See example on p. 32)

☐ The instructor's name is not bold, underlined, or italicized. (See example on p. 32).

Assignment Due Date

☐ Use the following date format: Month Day, Year (e.g., October 7, 2019). (Sect. 2.3, p. 30)

☐ The date is centered. (See example on p. 32)

☐ The date is 1 double-spaced line below the instructor's name. (See example on p. 32)

☐ The date is not bold, underlined, or italicized. (See example on p. 32)