

INTRODUCTION

This document was written by University of Phoenix instructor Elizabeth Ball. It has been modified by another University of Phoenix instructor James Ballou. This version of the document is maintained by James Ballou and is used for educational purposes only. Questions about this document should be directed to James Ballou (jamesballou@email.phoenix.edu).

This document describes APA style that is used at the University of Phoenix. University of Phoenix students should rely on the University handbook for questions about style. Any discrepancies between this document and the University of Phoenix style guide.

APA FORMAT FOR TITLE PAGES

From *Publication Manual of the American Psychological Association* (5th ed.). (2001). Washington, DC: American Psychological Association.

The title page is double spaced and includes these elements:

- Title, byline, and institutional affiliation
- Manuscript page header
- Manuscript page number

The Title (*Writing With Style: APA Style Made Easy 2nd Edition*, Szuchman, pp. 99-104)

The *Publication Manual* directs that titles

- Be 10-12 words in length
- Make sense standing alone
- Name the important variables or theoretical issues
- Identify the relationships among variables

Title, Byline, and Institutional Affiliation (from *APA Publication Manual 5th Edition*)

A title should summarize the main idea of the paper simply, and if possible with style. It should be a concise statement of the main topic and should identify the actual variable or theoretical issues under investigation and the relationship between them. A title should be fully explanatory when standing alone. Although its principal function is to inform

readers about the study, a title is also used as a statement of article content. Avoid using abbreviations in a title. The recommended length for a title is 10 to 12 words (pp. 10-11)

Type the title in uppercase and lowercase letters, centered between the left and right margins and positioned in the upper half of the page (p. 296).

The preferred form of an author's name is first name, middle initial(s), and last name; this form reduces the likelihood of mistaken identity. Use the same form throughout your career; that is, do not use initials on one manuscript and the full name on a later one (p. 11).

Type the name(s) of the author(s) in the order of their contributions using uppercase and lowercase letters, centered between the side margins, below the title. Type the institutional affiliation, centered under the author's name, on the next line (p. 296).

Jane Nameless
New Mexico State University

Joe Anonymous and Jane Nameless
New Mexico State University

Manuscript Page Headers

Pages are occasionally separated, thus each page requires a manuscript page header with the first two or three words from the title in the upper right-hand corner five spaces to the left of the page number. Do not use your name to identify each page (p. 288).

Manners and Monkeys:
The Effect of Social Reinforcement in
Teaching Primates to Use Forks
Jane Nameless
New Mexico State University