Instructions for Typing the Parts of a Manuscript (APA)


Title Page

The title page includes three elements: running head for publication, title, and byline with institutional affiliation.

Running head for publication.
An abbreviated title will be used as a running head for the published article. Type the running head flush left at the top of the title page (but below the manuscript page header) in all uppercase letters. Do not exceed 50 characters, including punctuation and spaces.

Title.
Type the title in uppercase and lowercase letters, centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines, double-space between the lines.

Byline and institutional affiliation.
Type the names of the authors in the order of their contributions using uppercase and lowercase letters, centered between the side margins, one double-spaced line below the title. Type the institutional affiliation, centered under the author’s name, on the next double-spaced line.

Page Numbers and Manuscript Page Headers

Page numbers.
Pages are numbered consecutively, beginning with the title page. Number all pages, except artwork for figures, in arabic numerals in the upper right-hand corner. You may use the header feature on word processor software.

Manuscript page headers.
Identify each manuscript page 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 as the page header. Use the automatic functions of your work-processing program to cause the headers and page numbers to print out on your paper. The manuscript page headers should not be confused with the running head for publication which goes only on the title page and appears on the published article.

[see example on next page]
Individual Differences in
Bimodal Processing and Text Recall

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