

How To Format A Formal Title Page: An Example

The diagram illustrates the format of a formal title page. It features a large rectangular box containing the following text, centered:

To what extent can the color of a Jedi lightsaber reveal aspects of their character?

Jabba The Hutt

Senior Project Advisor: The Rancor

12th Grade Humanities
Animas High School
22 April 2013

Four callouts provide instructions for each part:

- A rectangular callout points to the title: "Research question (title) should be in italics, 16 point font. Centered."
- A rectangular callout points to the author's name: "Your first and last name (middle optional), **bold-faced**, 16 point font"
- A starburst callout points to the advisor information: "Identify your SPA with the phrase 'Senior Project Advisor,' punctuated with a colon, followed by their name"
- A cloud callout points to the course, institution, and date: "Do it like this here!
Course
Institution
Submission Date"

Things to Remember:

- Center all text. Title page should have 16 pt font.
- Font: Make sure your paper is in an easy to read font – New Times Roman is preferred. Make sure your font on your title page and essay are the same.
- Skip a page! Your title page should be on a page alone, and there should be nothing printed on the back of it. So, while your essay must be printed double-sided, your title page must not be printed in this way. To format this all on the same document, **insert two page breaks** after the date on your title page.
- Now, add page numbers to the footer of your essay (all pages). It is customary to leave the page number off of the title page, but don't get hung up on this.