**Title of the paper (IN CAPITAL LETTERS)** –

The title of the paper needs to be placed in such a way that it is halfway down your page. It should be written in capital letters as well. Follow this strictly. The title should be right justified. The partial title shows the main idea within the essay between it, moreover the page number will be exactly five spaces. The header will be a short description of your title. It should be flushed right.

**Author’s name (not in capital letters) –**

After the title has been written, after three lines down, you need to write the author’s name. This will be in small letters. It is important that you state this three lines down from the title.

**Other details**

**Name of the class**- Now move four lines down then put the name of your class.

**Professor’s name**- When you have done the above, move one line down then state the name of your professor.

**Schools name**- The next line will have the name of your school.

**City and state**- Go to the next and state the city as well as state located.

**Date**- The final line will have the date.

**Text**- The text must be Times New Roman or Arial. It should be 12 pt. remember to not make it bold, underlined and italicized. This is important and should be followed.

**All information about author**- The cover page of this Harvard Referencing format provides one with all the information that they should know about the concerned author.