



# Title Pages

Western Technical-Commercial School

Name:

Date:

Section:

## What Makes a Good Title Page?

A title page is very important, as it introduces to the reader to your great piece of work, whether it be a project report, beginning of a large note, or just a cover to an essay. Making a title page requires some design experience, know-how and the proper information.

Design experience is something that is gained over time. Title pages should package the report such that it summarizes what is inside, in the form of a title; includes any related relevant and important ownership information such as your name, reader information and any key information about the topic inside.

### What to Include:

#### Title

The title area does not necessarily have to be at the top, the centre nor at the bottom, just as long as it is emphasized. It should include:

- Main title
- Sub title(S)

#### Reader information

This in our case would be the information related to the school, teacher and the class:

- school Name
- teachers Name
- room Number

#### Owner information

Owner information must include the following:

- Your name
- Your logo (if you have one)
- Course title
- Course code
- Section number
- Current date
- Assignment due date

#### Key details

The key details could include:

- major sub-topics
- a key slogan or quote
- sentence of summary a related detail
- the purpose of the work you are titling

As a general rule, colourful graphics should be about 50% of the page with text being about 25%... So what happened to the last 25%? It is good idea to leave some white space area to avoid over-crowding resulting in a confusing and unorganized page. Title pages are, nearly most times, drawn on a white blank sheet of paper and always placed as the first page or front cover of a report, essay, etc. It should be one of the neatest and attractive pages in the whole assignment.

Since several parts of a title page are similar for a course, it is possible to make up a template and then modify it from project to project changing the graphics, font and text information easily. Text information should be organized into easy to read sections. For example, pick up your favorite magazine and study its cover. Look at other editions and you will notice things that are common and things that change. This is what you want to be able to do with your title page.

Lastly, generating it using the computer is advantages for countless reasons.