

CHAPTER 1

CHAPTER HEADS AND TITLES SHOULD BE BOLD AND ALL CAPS

1.1 Level One Heads Should Be Bold With Initial Letters Capitalized

1.1.1 Level two heads should be bold but with regular capitalization

Level three heads should be bold but treated as part of the text. So that the first sentence of the text followed immediately after the head. Note that everything on this page is double spaced with no extra spaces included anywhere—this is not optional.

Level four heads are italicized and are part of the text. Also note that the “1.1,” etc. numbers in front of Level One and Level Two heads are optional; using them is helpful if there are a lot of different sections, but are not required.

1.2 Formatting Issues

1.2.1 To Turn Off the Extra Space Between Paragraphs

To turn off the extra space between paragraphs that MS Word sometimes inserts, go to the “Home” tab, and then the “Paragraph” box. In the lower right-hand corner over the “Paragraph” box is a small arrow icon; click on the icon and a dialogue box should appear. Go down to “Spacing” and set “Before” and “After” to “0.”

1.2.2 Page Breaks

All chapter-level level heads must start at the top of the page—this includes the abstract, table of contents, list of tables, list of figures, bibliography or works cited page, etc. To ensure that all of these pages start at the top of a new page, simply insert a page break. There are two ways to do this: either hit “CTRL+Enter” immediately before a chapter head, or, click on the “Insert” tab, and click on “Page Break” in the first box.