# General Principles for Designing Headings

* **Hierarchal Relationship of Ideas:** use font size, boldness, color, and typography to express the relative importance of ideas.
* **Consistency:** if you use headings, *every* section must have a heading. Heading styles must also remain consistent.
  + Use the STYLES function in Word to help design and maintain headings (<https://www.youtube.com/watch?v=OnmETSz7q9A&feature=emb_logo>).
* **Readability:** leave passive space above and below headings. There should be slightly more space above the heading than below it. Generally, use 2-4 headings per page in short reports. Avoid overuse.
* **Specificity:** use descriptive headings to inform readers of the topic/content of the following section.
  + Number headings using only Arabic numerals (<https://wp-content/uploads/sites/296/2017/12/Engineering-WTR-Guideline-2017.pdf>).