CHAPTER 1

CHAPTER TITLE

CHAPTER 1 is the One Inch Spacer style, which moves the title of the chapter down from the top of the page 1 inch and ensures the correct capitalization. Use this style for each chapter and section number. The Chapter Titlestyle positions your chapter title in the correct position.

# First-Level Subheading

The first-level subheading uses the formatting style, Heading 1. It centers, single line spaces and advances the text after it by one line. Heading 1B style can be used in place of the Heading 1 style. It formats using underlining instead of boldfacing. First-level subheadings must have the first letters of principal words capitalized. You must capitalize the first-level subheadings yourself. First-level subheadings must not have more than a single blank line before or after the heading.

# Another First-Level Subheading

The heading above shows that if you have a subheading of a certain level, you must have more than one. The rationale is that you cannot have a list of only one item.

## Second-Level Subheading

The second-level subheading uses the formatting style, Heading 2. It will "flush-left," boldface and single space the text and advances the text after it by one line. Heading 2B style can be used in place of the Heading 2 style. It formats using underlining instead of boldfacing. Use Heading 2B style if you used Heading 1B style for the first-level subheading. The first letters of principal words must be capitalized

## Another Second-Level Subheading

The heading above shows that if you have a subheading of a certain level, you must have more than one. The rationale is that you cannot have a list of only one item.

### Third-level subheading

The third-level subheading uses the formatting style, Heading 3. It will "flush-left," boldface and single space the text, and advances the text after it by one line. Heading 3B style can be used in place of the Heading 3 style. It formats using underlining instead of boldfacing. Use Heading 3B style if you used Heading 1B and 2B styles for the first and second-level subheadings. Only the first letter of the first word and proper nouns are capitalized. Third-level subheadings must not have more than one single-spaced blank line before or after the heading.

### Another third-level subheading

The heading above shows that if you have a subheading of a certain level, you must have more than one. The rationale is that you cannot have a list of only one item.

**Paragraph heading**. First line of text follows the period on the same line as the heading. Paragraph headings are indented, boldfaced (or underlined, if you used underlining for the first, second and third-level), and followed by periods; only the first letter of the first word and proper nouns are capitalized. Paragraph headings are not listed in the table of contents. (This paragraph uses Body Text style.)

Here are a few special points to keep in mind when reviewing your thesis or dissertation:

• Heading levels must be used in the order listed above (the only exception would be if you use only three levels throughout and you elect to use paragraph-style headings instead of third-level headings). Levels must be ordered consistently from chapter to chapter. (This paragraph uses the bulleted list style.)

• Do not underline or bold the chapter number or the chapter title.

• Either use boldface, or underline all subheadings (with solid underlining rather than broken underlining) but do not mix bold subheadings with underlined subheadings. (If you use our styles, this is done automatically.)

• Do not leave more than a single-spaced blank line before or after any heading. (This template only uses one space before or after the chapter titles and subheadings.)

• A section or chapter cannot be divided into only one part. If a section is to have subheadings, there must be at least two headings at any given level.