

## <Major Section: *heading 1,h1*>

Using Major Sections is optional. If your thesis is not divided into major sections, then you do not need use the style “HEADING 1,H1”; start chapters using “Heading 2,h2.”

## <Chapter n: Chapter Title: *Heading 2,h2*>

<Body text to begin here.>

HIDDEN TEXT: The following sample text and headings are for information only. Delete them after browsing.

[*Text,t*: The first line of each paragraph is indented one-half inch, as shown, and the lines are justified, i.e., the right margin is even rather than ragged.

Paragraphs with the styles *Heading 1,h1* or *Heading 2,h2* applied can be extracted to appear in the table of contents with styles *TOC 1* or *TOC 2* respectively. Major Section: *Heading 1,h1* is an optional heading. Delete the entire paragraph if you do not use it.<sup>1</sup>

### HEADING 3,h3

Paragraphs with the style *Heading 3,h3* applied can be extracted to appear in the table of contents with the style *TOC 3*.

### Heading 4,h4

Paragraphs with the style *Heading 4,h4* applied can be extracted to appear in the table of contents with the style *TOC 4*.

### *Heading 5,h5*

Paragraphs with the style *Heading 5,h5* applied can be extracted to appear in the table of contents with the style *TOC 5*.

Paragraphs with the style *Heading 7,h7* applied can be extracted to appear in the list of tables with the style *TOC 7*. Style *Heading 7,h7* is used for naming tables, for example:

	Apples	Oranges
2000	23	Green

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<sup>1</sup>This is a sample footnote.

2010	42	Yellow
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Table 1: Example of Heading 7,h7 format.

Paragraphs with the style *Heading 8,h8* applied can be extracted to appear in the list of figures with the style *TOC 8*. Style *Heading 8,h8* is used for naming figures , for example:



Figure 1: Example of Heading 8,h8 format.

Paragraphs with the style *Heading 9,h9* applied can be extracted to appear in the list of illustrations with the style *TOC 9*. Style *Heading 9,h9* is used for naming illustrations (see sample below the following graphic).

*Left margin graphic,lg*: for formatting and positioning graphic images such as figures and illustrations on the page. The sample graphic shown below is formatted using the style *left margin graphic,lg*. It is aligned left and has 12-point spacing preceding the image. Immediately following the graphic is a paragraph with the style *Heading 9,h9* applied.



Illustration 1: Example of Heading 9,h9 format.

*text hanging indent,th*: The paragraph is indented one-half inch to the right after the first line, as shown. Apply *text hanging indent* style to bullet points or lists. See examples below.

- Highlight text and click the Bullets button on the Formatting toolbar.
- 1. Highlight text and click the Numbering button on the Formatting toolbar. Note that bullets and numbering can be toggled on and off.

*text indent,ti*: The left margin of this paragraph is set in one-half inch, as shown. Apply *text indent* style to paragraphs nested within listed items.

*text no indent,tn*: The first line of this paragraph is not indented. Use this style for descriptive legends, facing caption page numbers, or any text in which the first line should not be indented.

*text quote,tq*: for prose quotation over three lines. This text is indented on the left. Do not use quotation marks if the quotation is indented except for quotations nested within the block quote. The first line of a block quote is not indented.

Block quotes are single-spaced, with a one-line space between paragraphs, as illustrated.

*reference,ref*: The paragraph is indented one-half inch to the right after the first line. It is single-spaced between lines and double-spaced between paragraphs. Apply *reference* style to bibliography and references listings.

*Normal,n*: This is the parent style on which all **but one** template styles are based. Changes made to this style will affect all the other styles except the style *hidden text,hid.*,

which is defined independent of *Normal,n*. For example, if you change the typeface from Times to Helvetica in the style *Normal*, all of the styles in this file will be changed to Helvetica (except any style you may create which has an explicitly different typeface specified, even when it is based on *Normal,n*).