**HEADINGS USED IN MANUSCRIPTS**

A HEADING IS A GROUP OF TEXT THAT INDIC THE TOPIC OF A DOCUMENT. THERE ARE SEVERAL TYPES OF HEADINGS. THERE ARE SPECIFIC FORMATTING RULES GOVERNING EACH TYPE OF HEADING. THE HEADING MOST COMMONLY USED IN BUSINESS DOCUMENTS ARE:

1. Main heading
2. Subheading
3. Shoulder heading
4. Paragraph heading
5. Marginal heading

You may sometimes be given specific instructions for the formatting of the headings. Where there are instructions given using the formatting information below giving a guideline.

**Main Heading**

**Function:** to indicate the general subject matter of the entire document.

**Microsoft word style:** Heading One

**Placement:** At the top of the first place of the document

**Formatting:** Typed in the largest font used in the document.

Either aligned left or center

Typed in either Bold closed capitals with one or two spaces between words, maybe underscored.

**Subheading**

To indicate the specific subject matter of the document

**Microsoft Word Style:** Heading Two

**Placement:** Immediately below the main heading with a clear line space between.

**Formatting:** Slightly smaller font than heading either aligned left or center

Typed in either bold closed capitals with one or two spaces between words or initial capitals (title case) with underscored.

**Shoulder Heading**

To indicate the specific ideas of the section of the document

**Microsoft Word Style:** Heading Three

Three Spaces between preceding paragraph and the shoulder heading.

Placed above the next paragraph with double line spacing between heading and

**Formatting:** Left aligned

Either closed capitals with or without underscoring or initial caps (title case with underscoring or bold)

No full stop after heading

May be enumerated using letters or numbers

**Paragraph Heading**

To indicate a specific idea of a paragraph

**Microsoft Word Style:** Heading Four or Five

**Placement:** in the first line of the paragraph

**Formatting:** Left aligned or indented according to the style of the paragraph either closed capitals with or without underscoring or initial caps with underscoring or bold

Either followed by a colon or full stop with three spaces after the punctuation mark or two spaces after the last word of the heading or with one space after if it is part of the opening sentence

**Marginal Heading (Side headings)**

**Function:** Used when typing displayed work such as minutes of meeting, programs, plays and specification.

**Placement:** in the left margin

**Formatting:** Left aligned or indented

Typed in closed capitals or initial caps

May or may not be underscored or bold

No full stop after heading