

HINTS FOR SPACING

First Level Heading

First level headings are centered and underlined with a triple space above and below the heading. This is the same spacing you should have around chapter titles and above and below your figures and tables.

Second Level Heading

Second level headings are on the left margin, underlined, with a triple space above and a double space below.

Third Level Heading Third level headings are indented, underlined with text continuing on the same line as the heading. There is a triple space above. You may punctuate with a period or colon, or just leave a space. Do not underline the punctuation or space.

If you use the Word template, the heading styles format the spacing for you!

Double
space

A **double space** is from here...

To here. Just normal 2.0 spacing (make sure your Line Spacing is not 1.25 or Multiple).

Triple
space

A **triple space** is from here...

To here. It is one additional single line of space. In order to create it, click a line above or below and adjust the paragraph settings to 12 points above or below (or 24 points if your line spacing is set to single). Make sure this spacing does not carry through to the rest of your paragraphs!