

Chapter One, Page One Format

CHAPTER I

TITLE OF CHAPTER

First-Level Heading

Begin each chapter at the top of a new page. Follow the chapter number and chapter title with the same amount of space (line and one-half, double space, or “two enters, with spacing set to double space”). Use this same amount of space to precede first -and second- level headings, and before and after figures and tables.

Second-Level Heading

The number of levels and the placement of the headings and subheadings will vary, dependent on departmental requirements or preference. Headings may be centered, left justified, in bold face, italicized, indented or numbered. Use the same style throughout the document.

Be consistent with spacing and heading styles.

(Begin the use of Arabic numbering on the first page of text. Continue consecutive Arabic page numbering throughout the remainder of the document, including the appendices and references)