example master’s thesis title page: title

is double spaced and placed in an

inverted pyramid

by

Student’s Full Legal Name

A thesis submitted to the faculty of

The University of Utah

in partial fulfillment of the requirements for the degree of

Type of Degree

in

Subject

Your Department’s Official Name

The University of Utah

Month Year

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**The University of Utah Graduate School**

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# ABSTRACT

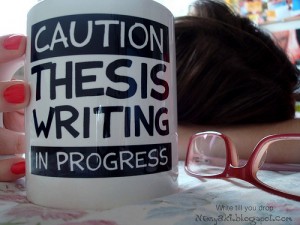
The text of the abstract begins here. You may select this text and replace it with your own. The abstract counts as page iii, but as for all other pages with main headings (titles in all capital letters), you should not show the page number on it. The abstract is a required component of the thesis or dissertation, even in cases where individual chapters have their own abstracts. The abstract should be a concise, carefully composed summary of the contents of the thesis or dissertation in which the inquiry is defined, the research method and design are described, and the results and conclusions are summarized.

There should be no more than 350 words in the abstract, which will normally fill about one and a half pages. The abstract should not include any diagrams, citations, illustrations, or subheadings. Abstracts are generally written in passive voice and emphasize the main points of an argument. Do not spend time discussing dissentions or supplemental information to your research; rather, express the entirety of your dissertation or thesis project in a well-organized way.

The Graduate Writing Center can help you with abstract creation if you are unsure of how to write yours. The Graduate Writing Center can be an invaluable resource when writing your manuscript. You may contact them at <http://writingcenter.utah.edu/Gradstudentservices.php>. The knowledge commons at the Marriott library is also a great resource if you need help with the technical aspects of formatting your manuscript <http://www.lib.utah.edu/services/knowledge-commons/>.

This is an optional second page of abstract. If your abstract continues onto a second page, the second page will be numbered iv, and this page number should appear centered at the bottom of the page. If you do not require a second page to your abstract, then be sure to delete this page, but do not delete the hidden section break, make sure that hidden section break is placed at the bottom of your abstract. You can reveal the hidden section break by clicking the ¶ button located on the Home ribbon in the toolbar at the top of this window. You will find it in the paragraph section of the Word tools. The section break is marked by a row of double dotted lines and says “Section Break (Next Page)” You can insert your own section break by clicking Insert, then Page Breaks (in the Pages section), and then selecting Next Page.

If you wish to have a dedication, it should follow the abstract. The dedication is centered in the middle of the page. The dedication is counted in the pagination but not listed in the contents, and it is not titled “Dedication.” If you do not need this page, delete it, including the section break.



If used, a frontispiece would appear here. A frontispiece is an illustration that highlights the theme of the work. It is an uncommon entry. The frontispiece is counted in the pagination but not listed in the contents, and it is not titled “Frontispiece.” Delete this page, including the section break, if you have no frontispiece.

An epigraph is a quotation that is meaningful and relevant to the text. It should be attributed: The name of the author, date, and the name of the publication (if needed) are placed beneath the quotation. The epigraph is counted in the pagination but not listed in the contents, and it is not titled “Epigraph.” Delete this page if you have no epigraph. Do not forget to delete the hidden section break.

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# ACKNOWLEDGMENTS

Acknowledgments are used to give thanks and credit to individuals who have helped the author reach the culmination of his or her graduate degree. Mentors, committee members, relatives, friends, and other colleagues may be mentioned.

Acknowledgments may also be used to give credit to the publisher of an author’s work and to show appreciation for grants, equipment, materials, and so forth.

# PREFACE

Prefaces are not often used. However, they are useful for presenting background information such as the motives behind the study, research design and methods, and other background information. Essential historical information, data, and figures and tables needed for the integrity of the text should be placed in the main body of the text and do not belong here.

If the author chooses to use a preface, it is numbered and placed with the preliminary pages. When an author uses a preface, the Acknowledgements appear within the preface rather than independently, and should not be labeled with a separate heading.

For this and all preceding preliminary pages, the author should choose only the needed pages and delete the others. The fact that a page appears in this template is not meant to suggest that it is required or even recommended. The preliminary pages required by the thesis office are the title page, the copyright page, the statement of approval, the abstract, and the table of contents. If the document contains more than 5 and fewer than 25 tables or figures, list(s) of tables and/or figures are also required.

You may also include in the preliminary pages a list of abbreviations/acronyms or a glossary of key terms, or any other type of list that a reader would find helpful when reading your manuscript. Your committee can help you determine if you need any additional information in the preliminary pages.

CHAPTER 1

# INTRODUCTION

The following formatting information is intended to illustrate several acceptable ways of preparing a thesis or dissertation for the University of Utah. It may be used as a Word template or as a visual reference to give you an idea of how your thesis or dissertation should look.

## 1.1 How to Use This Template

You may select and replace text in this template to get an idea of how to format your materials. The text of this template is designed to give and explain the most basic rules of formatting a thesis or dissertation for the University of Utah. It’s possible, however, you will find that not all your questions are answered here or that there is no example of how to format a particular element you may need to use. If you have questions, please contact an editor in the Thesis Office and they’ll be happy to help you.

This template is not a substitute for *A Handbook for Theses and Dissertations*, which contains far greater detail about the process of thesis and dissertation preparation, elements of the manuscript, and steps you need to take in finalizing your graduation process.

## 1.2 Variations

There are many different approaches to presenting thesis and dissertation materials. This template does not represent the only way to list titles, subheadings, numbering, and so on, but merely one simple approach that may or may not be suited to your discipline. Furthermore, the fact that an element appears in this template does not mean that it is required or even recommended.

### 1.2.1 Numbering

For this template, Arabic numbering of chapters was chosen, along with local (decimal) numbering of subheadings, tables, and figures. This is a very common approach, but not the only one. You could use roman numerals or no numbering at all.

#### 1.2.1.1 Local Numbering

Local or decimal numbering indicates the number of the chapter the elements are contained in. Thus, all the subheadings in this chapter begin with “1” to indicate that the section is located in Chapter 1. As the subheading levels descend in order, the numbers grow by one additional digit for each level, showing the relationship between the groups of subheadings. In this template this type of numbering system has also been used for tables and figures. You may choose not to use local numbering for your subheadings and still choose to number your tables and figures locally.

##### 1.2.1.1.1 Previously Published Materials

If you are including a reprint of material that has been previously published, you must use local (decimal) numbering. It is used for subheadings, tables, and figures. If you choose to reformat your published materials, or if your materials are accepted but not yet in print, you need not follow this requirement. The Thesis Office has a handout demonstrating different ways you can incorporate previously published material available upon request.

##### 1.2.1.1.2 Avoiding Mixed Numbering

The way the elements of the manuscript are numbered must be consistent from chapter to chapter, even if you intend to submit the chapters to publishers with differing requirements for numbering subsections and figures/tables. Although it is permissible to use unnumbered subheadings with numbered tables and figures, you must never vary your scheme from chapter to chapter. If your subheadings are numbered in one chapter, they must be numbered in all chapters. If your figures/tables are locally numbered in one chapter, they must be locally numbered in all chapters.

#### 1.2.1.2 Serial Numbering

You may use unnumbered subheadings and then number your tables and figures serially. This means that you begin with the first figure (or table) as “Figure 1” (or “Table 1”) and continue to add numbers until you have presented your last figure (or table). The numbers bear no relationship to the chapter containing the materials. Serial numbering includes the figures and tables in the appendices.

## 1.3 Other Structural Styles

There are various approaches to dividing the manuscript: unnumbered sections, titled sections of related chapters, or chapters labelled with Roman numerals are several examples. You may also spell out the chapter numbers (e.g., “Chapter One,” “Chapter Two”). Be aware of a few things:

* If you use Roman numerals for your chapter numbers you may not use any form of local numbering.
* If you spell out your chapter numbers you may not use local numbering for your subheadings.
* If you use unnumbered chapters you may not use local numbering for subheadings, figures, and tables.

## 1.4 Chapters in This Template

The following chapters present more details and examples of ways to arrange your text, tables, and figures and choose a pertinent style for your manuscript. Notice that the text of this page does not go all the way to the bottom margin. As this is the end of the chapter, a white space at the bottom of this page is acceptable.

CHAPTER 2

# ORGANIZING AND FORMATTING THE TEXT

## 2.1 Fundamental Rules

### 2.1.1 Margins

The basic margin settings are 1¼” right and left and 1” top and bottom. All materials throughout the manuscript must fit within these margins.

On title pages (pages with headings in all caps such as this page), the top margin should be 2” with the following pages resuming the top 1” margin.

Right margins may or may not be justified, but if they are, they must be justified throughout the manuscript.

### 2.1.2 Fonts and Font Sizes

Although the University of Utah has no specific font requirements, certain fonts are preferable. See Table 2.1 for fonts recommended by the Thesis Office. Please note that *there is a lower limit on font size:* All print in all elements of the manuscript must be at least 2 mm., including footnotes, sub- and superscripts, and print within figures and tables.

###### Table 2.1 Recommended font sizes

|  |  |
| --- | --- |
| Font | Size |
| Arial | 10 or 12 pt. |
| Century | 11 or 12 pt. |
| Garamond | 12 pt. |
| Georgia | 11 pt. |
| Microsoft Sans Serif | 10 or 12 pt. |
| Tahoma | 10 pt. |
| Times New Roman | 12 pt. |
| Trebuchet MS | 10 or 12 pt. |
| Verdana | 10 pt. |

### 2.1.3 Spacing

#### 2.1.3.1 Spacing in the Text

The entire text should be double spaced (only one blank line between lines) with only a few exceptions. This template has had the spacing automatically set. Sometimes Word inserts extra space between paragraphs, this template has had the settings adjusted so that Word does not insert extra spaces between paragraphs.

##### 2.1.3.1.1 Direct Quotations

When a direct quotation is three or fewer lines of text, it is enclosed in quotation marks and incorporated into the paragraph. When a direct quotation is longer, it should be set apart from the paragraph, indented, single spaced, and preceded and followed by a double space; no quotation marks are used. Quotations should always be followed by a citation, usually containing a page number. *This is one area where our requirements take precedence over your specific style guide.*

##### 2.1.3.1.2 Footnotes and Endnotes

Footnotes are single spaced and are placed at the bottom of the page. Endnotes are single spaced within entries, double spaced between entries, and are placed at the end of each chapter. For further information on notes, please consult *A Handbook for Theses and Dissertations.*

#### 2.1.3.2 Spacing for References or Bibliographies and Lists of Tables and Figures

Individual entries in reference lists or bibliographies are single spaced; a double space separates the entries. Lists of tables and figures are spaced the same way. Please note that you are not required to list the entirety of a lengthy table or figure title. Only the exact wording of the first sentence or phrase is needed. Do not summarize the title.

#### 2.1.3.3 Spacing for Headings

##### 2.1.3.3.1 Main Headings

Main headings are always followed by a heading space. See Section 2.2.3 and the appendices for more details on heading spaces. If there are two parts to a main heading, they are separated by a heading space as well (e.g., “CHAPTER 1 is separated by a heading space from “INTRODUCTION,” which is then followed by a heading space). If the heading itself contains more than one line, the lines are double spaced.

##### 2.1.3.3.2 Subheadings

There are two types of subheadings, freestanding subheadings and paragraph subheadings. All the subheadings up to this point have been freestanding.

This template has four freestanding subheading levels and one paragraph subheading level. If you need more levels or would like to choose another method of distinguishing subheading levels (e.g., bold type), please consult *A Handbook for Theses and Dissertations* or talk to one of the thesis editors. What follows is a paragraph subheading.

2.1.3.3.2.1 Freestanding subheadings. Freestanding subheadings are preceded by a heading space and followed by a double space. Two (or more) freestanding subheadings in a row are separated only by a double space. See the headings for Section 2.1.2 and for Sections 2.1.3.3 and 2.1.3.3.1 as examples.

2.1.3.3.2.2 Paragraph subheadings. This is an example of the most common type of paragraph subheading. Notice that only the first word is capitalized regardless of the capitalization scheme for other subheadings. This paragraph subheading is preceded by only a double space.

### 2.1.4 Paragraphs and Indentations

All paragraphs throughout the manuscript, including in the preliminary pages, are double spaced and indented. Indentations and double spaces should be uniform throughout. Also, take care that there is no extra space between paragraphs.

For block quotations, the indentation size should also be consistent. Block quotations may be indented on the left side only or on both sides. If the remainder of the text is right justified, direct quotations should be, too. See Section 2.1.3.1.1 for a discussion of block quotations.

## 2.2 Other Important Rules and Considerations

### 2.2.1 Page Numbers

As you may have noticed by now, page numbers in the text appear in the upper right corner. Page numbers for preliminary pages are placed in the lower center. You should use Arabic numerals for text page numbers, matching the text font. Preliminary pages are numbered with lower case Roman numerals.

### 2.2.2 Special Rules for Headings and Title Pages

#### 2.2.2.1 Order and Consistency for Subheadings

Whatever subheading scheme you choose, you must be consistent in its use. The levels must always appear in descending order. Never skip over levels. For example, if I needed a subsection for this section, I would use Heading 5. It would not be acceptable for me to skip the 4th level subheading to move to a paragraph subheading in this section.

#### 2.2.2.2 “Widows and Orphans,” Short Pages and Other Problems With Tops and Bottoms of Pages

##### 2.2.2.2.1 Widows and Orphans

Having one line of text at the top of a page when there is more text following it is not a problem. However, if the text for the chapter or list ends leaving only one line and nothing else, you should bring a minimum of one line over from the previous page.

##### 2.2.2.2.2 Short Pages

Do not abruptly stop the text ahead of the bottom margin just because you have a new section, table, or figure coming up. Always fill pages as much as “possible” (i.e., without violating some other formatting rule). See Chapter 3 of this template and *A Handbook for Theses and Dissertations* for further details on placement of figures and tables.

##### 2.2.2.2.3 Text Below Subheadings

There must be two lines of text under a subheading that falls at the bottom of a page. If two lines will not fit, move the subheading and text to the next page.

##### 2.2.2.2.4 Text Combined with Figures and Tables

If you wish to combine text on a page with figures and/or tables, you must have at least six lines of text on the page. It is always permissible to have tables and figures on pages without text. The only time you may have fewer than six lines of text on a page with tables or figures is at the end of a chapter.

#### 2.2.2.3 Length of Headings

There is no rule about the length of headings. However, no line of a heading can exceed 4½”. If the heading is longer, you must make more than one line and arrange the lines in an inverted pyramid. See subheading 2.2.2.2 and the title of Chapter 3 for examples.

#### 2.2.2.4 Part-title Pages

Sometimes it is useful or necessary to use separate title pages for various elements of the manuscript. Part-title pages are frequently used for appendices because the material in appendices may be different in appearance from the rest of the text. When a figure or table exceeds the margins, removing the title to a separate page may help solve the problem. In this case, the title precedes the figure or table (or chapter or appendix) and appears in the middle of the page with no other text. For examples of part-title pages, see the appendices to this template.

##### 2.2.2.4.1 Reprints

Part-title pages are required when reprints are directly imported into the manuscript. Often, these pages also contain information about the publication of the article and the permission the author has received to use it in the thesis or dissertation.

## 2.3 What Is a Heading Space?

A heading space is visibly larger than a double space, but not so large as to create formatting problems. The heading spaces in this document are composed of two blank lines. This template is set up so that you hit “Enter” twice to create a heading space. You may choose to use a different method to create heading spaces, but each heading space must be the same size. See Figure 2.1 and the Appendix for further clarification.

### 2.3.1 Additional Elements Requiring Heading Spaces

Several items requiring heading spaces have been mentioned previously. Equations, tables, and figures should also be separated from text by a heading space.

CHAPTER 1

*blank*

*blank*

CHAPTER TITLE IN ALL CAPITAL LETTERS

*blank*

REQUIRING TWO LINES

*blank*

*blank*

First-Level Subheading

*blank*

The text now begins, and it will be double spaced throughout. When the next subheading

*blank*

comes up, it will be separated from this text by a triple space, as follows.

*blank*

*blank*

First-level Subheading

*blank*

Second-level Subheading

*blank*

Notice that these two subheadings are separated only by a double space.

Figure 2.1. Illustration of heading spacing using two blank lines.

#### 2.3.1.1 Equations

If your thesis or dissertation includes equations, you should have an equal amount of white space (a least a double space but no larger than a heading space) before and after each equation (or group of equations). The size space you choose to set off equations should be as consistent as possible. The equation should be centered and is numbered separately from your figures and tables. Check your chosen style guide for guidance on how to number and present your equations.

E=mc2 (2.1)

#### 2.3.1.2 Tables and Figures

Tables and figures must be separated from all other elements by a heading space. See Chapter 3 for further information on managing tables and figures.

CHAPTER 3

# HOW TO FORMAT, PLACE, ARRANGE, AND REFERENCE FIGURES AND TABLES

## 3.1 Basic Rules

Here are a few fundamental rules for figures and tables. The information in this chapter is not exhaustive. Please consult *A Handbook for Theses and Dissertations* for further information. If you do not find the answers to your questions, please contact the Thesis Office (see Figure 3.1).

* Figures and tables must be numbered and each must be mentioned in the text in numerical order.
* Figures and tables must appear “as soon as possible” (i.e., without violating any other rules) after they are mentioned.[[1]](#footnote-1)
* Figures and tables may be placed at the top or bottom of a page or on a page alone or with other figures and tables, but they may never be placed between two blocks of text or set in the middle of text.
* If a figure or table is on a page containing text, there must be at least 6 lines

**Thesis Office Contact Information**

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Address: campus mail: 302 Park, U.S. Mail: 201 South President’s Circle #302, University of Utah, Salt Lake City UT 84112-9016

Figure 3.1. Contact information for the Thesis Office.

of text accompanying it. Otherwise, there should be no text with it.

* A page of text preceding a figure or table may not stop short. Unless the chapter is ending, any page containing text should be filled.

### 3.1.1 Placement of Figures and Tables

As shown above, because Figure 3.1 was mentioned on the previous page, it appears at the **top** of this page. We will now refer to Figure 3.2, which should appear at the **bottom** of this page, since it will fit there. If it would not fit on this page, it would go at the top of the next page or on the next page all alone. The same rules apply for tables.



Figure 3.2. University of Utah logo.

## 3.2 The Difference Between Figures and Tables

So far, we have shown only figures in this chapter. Remember, there was a table (Table 2.1) in the previous chapter. We will now present Table 3.1, which gives you some useful dates to keep in mind for your graduation. Notice that the table title is at the top, in contrast to a figure caption, which goes below the figure.

Figures, on the other hand, present a great variety of information, such as maps, illustrations, graphs, and so on. A reminder: Print in figures and tables must be at least 2 mm, although it may be in a different font from the text font. The figure caption or table title, however, should match the text font. The print quality in figures and tables must be clear and easily legible. If you have any doubt about the presentation or suitability of your figure or table materials, please consult the Thesis Office for advice.

## 3.3 Figures and Tables on Pages Alone

### 3.3.1 Figures and Tables in Portrait Orientation

It is often more efficient to place figures or tables on pages without text. If a figure or table is “continued” (occupies more than one page), it **must** be placed on pages that have no text. If the figure or table does not fill up the entire page, it should be placed as

###### Table 3.1 Thesis office graduation deadlines for 2016-2017

|  |  |  |  |
| --- | --- | --- | --- |
| **Semester** | **Submission of Hard Copy of Defended Manuscript for (>200 pages)** | **Submission of Hard Copy of Defended Manuscript (< 200 Pages)** | **Upload of final version to ProQuest** |
| Fall 2016 | Oct. 21, Friday | Oct. 28, Friday | Dec. 5, Mon. |
| Spring 2017 | Mar. 10, Friday | Mar. 17, Friday | Apr. 24, Mon. |
| Summer 2017 | June 9, Friday | June 16, Friday | July 24, Mon. |

close to the center of the page as possible. See Figure 3.3 for centered placement of a figure.

### 3.3.2 Figures and Tables in Landscape Orientation

Sometimes in order to accommodate all the required material it is necessary to place figures or tables in landscape orientation (see Table 3.2). If it will fit, the title of a landscaped figure or table should also be landscaped. If not, it should be placed on a part-title page.

### 3.3.3 Figure or Table Titles on Pages Alone (Part-title Pages)

If necessary, titles of figures or tables may be presented as part-title pages. If this is done, the title should be arranged in the middle of the page preceding the figure or table. The page number for the title is used as the page number on the list of figures or tables.

## 3.4 Figures and Tables with Parts

Figures, and sometimes tables, are often presented in parts. In this case, there should be a title for the whole figure or table and, if needed, separate titles for the parts, which may be placed with the main title or with the individual parts.

**For binding of personal copies of theses & dissertations:**

**Shaffer Bindery**

**1608 South Third West**

**801-463-1051**

**Prices: for 1 copy: $35**

**2-5 copies: $25 each**

**6-9 copies: $20 each**

**10-19 copies: $16 each**

**Time: Approximately two weeks**

Figure 3.3. Salt Lake City book bindery that will bind your thesis or dissertation.

###### Table 3.2. Options for personal copies of theses and dissertations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Vendor | Origin | Size | Inside Color | Cover | Other | Cost |
| University of Utah Library  Espresso Book Machine®(EBM)  [www.gradschool.utah.eduthesis/lib-espresso.php](http://www.gradschool.utah.eduthesis/lib-espresso.php) | PDF | 4.5” x 5.5”  to 8.25” x  10.5” | black & white  on acid-free paper | full color  paperback  perfect binding | limited to  830 pages;  immediate  turnaround | $0.05 per page |
| LULU.COM  [www.lulu.com](http://www.lulu.com) | PDF | 8.5” x 11”  100 pages | black & white | full color  paperback  perfect binding | 2-day  turnaround | $8 + shipping  & handling |
|  | PDF | 8.5” x 11”  100 pages | full color | full color  paperback  perfect binding | 7-9-day  turnaround | $26 + shipping  & handling |
|  | PDF | 8.5” x 11”  100 pages | black & white | full color  hard cover | 2-day  turnaround | $17.50 + ship-ping & handling |
|  | PDF | 8.5” x 11”  100 pages | full color | full color  hard cover | 7-9-day  turnaround | $34 + shipping  & handling |
| BLURB.COM  [www.blurb.com](http://www.blurb.com) | PDF | 8” x 10”  150 pages | full color | full color  paperback |  | $36.95 + shipping & handling |
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CHAPTER 4

# CHOOSING A STYLE GUIDE AND INDIVIDUALIZING THE MANUSCRIPT

In addition to finding the necessary information in this template and *A Handbook for Theses and Dissertations*, a student is expected to choose and follow a style guide or journal style that is accepted by his or her department. A list of approved style guides appears on The Graduate School web site. In these resources, a student will find proper and consistent means of citing sources, listing references, using abbreviations and acronyms, capitalizing terms, writing numbers, and so on. It is advisable to use a department-approved style guide from the very beginning of the writing process.

Usually, a student uses only one style guide for the entire manuscript. However, when a thesis or dissertation is composed of several articles intended for publication, it is permissible for each chapter to follow a different style guide. In such a case, each chapter must have its own reference list.

## 4.1 Reference Lists and Bibliographies

All theses and dissertations must have proper and complete reference lists or bibliographies arranged according to the style guide or journal style or styles being used. References may be gathered together at the end of the manuscript, or they may be included at the end of each chapter. If placed at the end of the manuscript, the word References should be a main heading. If placed at the end of chapters, reference sections are first-level subheadings.

## 4.2 Materials Unsuitable for This Template

Some materials, such as creative works and musical scores, may be more challenging to present in written form as a thesis or dissertation. If you need help deciding how to format your materials, do not hesitate to contact the Thesis Office early in the process.

Although all students should conform to the preliminary page guidelines provided by The Graduate School, no student is required to format his or her thesis directly from this Word Template. It is offered as an aid to those who find it useful, but is not in itself a set of requirements.

CHAPTER 5

# CONCLUSION

The previous chapters have given a very basic outline of methods of presenting materials in your thesis or dissertation. There is wide latitude in the University of Utah format. It is our intention to allow students to follow styles suited to their disciplines. The goal is to achieve reasonable uniformity of theses and dissertations so that they are all recognizable products of the University of Utah.

APPENDIX

# COMPLETE EXAMPLE OF HEADING SPACING WITH THREE BLANK LINES AND FURTHER INFORMATION ON SUBHEADINGS

*blank*

*blank*

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*blank*

CHAPTER 1

*blank*

*blank*

*blank*

CHAPTER TITLE IN ALL CAPITAL LETTERS

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REQUIRING TWO LINES

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*blank*

First-Level Subheading

*blank*

Either the first letter of major words or the first letter of the first word of the

*blank*

subheading may be capitalized in major subheadings. One scheme or the other must be

*blank*

followed consistently. Bold print or italics may be substituted for underlining for any

*blank*

subheading level.

*blank*

*blank*

*blank*

First-Level Subheading

*blank*

Second-Level Subheading Following Directly After

*blank*

First-Level Subheading

*blank*

Any freestanding subheading is preceded by a heading space and followed by a

*blank*

double space. The spacing before a freestanding subheading is the same spacing as after

*blank*

a chapter title. If, however, two subheadings follow one another without intervening text,

*blank*

they are separated by a double space only.

*blank*

Paragraph subheading requires no extra space before it. A paragraph heading is

*blank*

indented the same size space as other paragraphs in the manuscript. Only the first letter

*blank*

of the first word of the paragraph heading is capitalized. The paragraph heading is

*blank*

followed by a period and two spaces, with the text commencing on the same line. A

*blank*

paragraph heading is underlined or placed in bold print or italics.

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Another Second-Level Subheading Preceded by Text

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It is not necessary to use every level of subheading in every section or chapter;

*blank*

however, a subheading level must appear in the same form whenever it is used, and

*blank*

subheadings always must be in the same order. The student should first determine the

*blank*

maximum number of subheadings required to establish the pattern of subheadings.

*blank*

Chapters or sections with fewer than the maximum number of levels use early levels of the

*blank*

chosen subheading scheme in descending order.

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1. Alternatively, figures and tables may be placed all together at the end of the chapter. If this is done for one chapter, it must be done for all. This is the easiest and simplest way to place tables and figures. It eliminates many of the cascading formatting errors that are created in the editing process. Consult the handbook for more details. [↑](#footnote-ref-1)