

## Appendix I – Heading Samples

### **A MAJOR DIVISION HEADING** (centered and has 2" top margin)

*(3 single line spaces – hit enter twice after the major heading and start text on that line if set to DS)*

Each major division of the thesis should begin on a new page, with the heading two inches from the top, centered, capitalized, and without punctuation. Begin the text four spaces below the heading. When it becomes time to introduce the first order subdivision of your subject finish the last sentence of this paragraph as usual and drop three spaces.

*(3 line spaces between major text and 1<sup>st</sup> order subdivision)*

### **First Order Subdivision** (centered and underlined)

A first order subdivision is centered and underlined. Double-space below the heading to start the text. Perhaps your subject lends itself to a great amount of subdividing and soon you need to introduce a second order. This is done by ending this sentence and dropping three spaces.

*(3 line spaces between 1<sup>st</sup> and 2<sup>nd</sup> order subdivisions)*

### **Second Order Subdivision** (centered and not underlined)

Ordinary double-spacing follows this title which is centered but not underlined. Perhaps even more detailed presentation is necessary. To handle a third order subdivision, end this sentence and double space.

**Third Order Subdivision.** The title of the subdivision may be followed by a period as this illustrates. Or another way, shown below, is equally acceptable.

**Third order subdivision** may also be the opening words of the sentence.

**Fourth order subdivision** is indented and may be ended with a period or be the opening words of the sentence.