

Set header margin (top of page to top of page number) to 1 inch
Page numbers should be in the same font and size as your ETD text

Chapter One starts on page 1 and continues in Arabic numbers through the end of the ETD

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CHAPTER TITLE (CENTERED AND ALL CAPS) TRIPLE SPACE BELOW

If chapter title is more than one line, please double space

First Level Heading

See another way to format your chapter title on the following page

Triple-space (two blank single-spaced lines) above and below centered headings.

Capitalize the first letter of each heading word except articles, conjunctions, and prepositions and underscore with a solid line.

Second Level Headings: If Heading is too Long, Wrap to the Next Line, Single Spaced

The lines of a multi-lined heading should be as equal as possible; only bottom line underlined

ALL major words in headings are capitalized

Leave a triple space above and a double space (one blank single-spaced line) below second level headings; align with the left margin. Capitalize, punctuate and underscore the same as first level headings. If a second level heading is longer than half the width of the page, create a multi-lined heading, which is single-spaced with only the second line underlined.

Third Level Heading. Triple-space from paragraph above. Indent in normal paragraph style and use a solid underscore. Capitalize the same as other headings. Begin text on same line. Separate with a period, colon or no punctuation (be consistent). If a third level heading immediately follows a second level heading without text in between, follow second level heading spacing rule.

More than three levels of subheadings are not recommended. If more than three levels are necessary, contact The Graduate School for acceptable sequencing instructions.

New First Level Heading

Make sure your page margins are set at 1.5 inches on the left and 1 inch on the top, right, bottom and header

Headings that fall at the bottom of the page with no text below must be moved to the next page

CHAPTER ONE

TITLE OF CHAPTER ONE IN ALL CAPS

You may include “Chapter One” in addition to your chapter title (separated from title by a triple space), but you cannot use Chapter One as your only chapter title

Example of Long Direct Quote

First line of text starts here (a triple space below first level heading above)

and long direct quote follows a double space below.

Direct quotes of four lines or more must be single-spaced and “blocked” (Indented on both sides and the text within the quote **justified**). To justify text, click the “Justify Text” button next to the Align Left/Right and Center Text buttons. The space above and below a long quote should be a double space.

Line of text following direct quote should begin here (a double space below). Indent this line if it is the start of a new paragraph; do not indent this line if this paragraph is a continuation. Text should continue from here to be double spaced, paragraphs indented.