

CHAPTER TITLE

Chapter titles should be centered and all caps, with a triple space below.

First Level Heading

First level headings should be centered and underlined. Triple-space above and below centered headings.

Second Level Headings

Leave a triple space above and a double space below second level headings; align with the left margin.

Third Level Heading. Triple-space from paragraph above. Indent and underline. Begin text on same line; notice how the third-level heading is embedded in the paragraph.

Three Additional Examples Each of Double vs. Triple Spacing

The following instructions reference the “Spacing” section of the “Paragraph” dialog box.

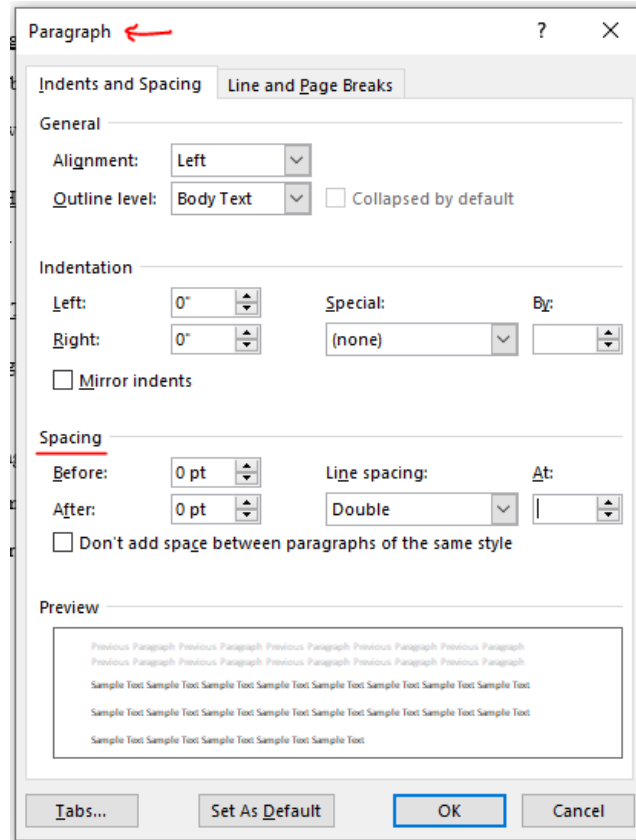


Figure 1. A screenshot of the “Paragraph” dialog box with a red markup of the “Spacing” section.

Triple space

The formatting advisor often sends email feedback using markups to show examples of the spacing in your document. See the below examples that use a highlighting markup to measure how many blank lines of space are sandwiched between text.

Double space

Triple space

Double Spacing

Double spacing’s name comes from 1 line of text + 1 line of space = 2.

Double space

A double space is from here...

To here. This is “Double” Line Spacing, or just normal 2.0 spacing, with 0pts of space above or below paragraph. (Make sure your line spacing is not set to 1.25 or “multiple”).

Double space

Line of text (or appropriate heading)
Empty 12-point line
Line of text

Double space

Line of text (or appropriate heading)
Line of text

Triple Spacing

Triple spacing's name comes from 1 line of text + 2 blank lines of space = 3.

A triple space is from here...

Triple space

Double space

To here. To create triple spacing, if you are using "Single" Line Spacing, you would have 24pts of space above and/or below. If you are using "Double" Line Spacing, you would use 12pts of space above and/or below. Make sure this spacing does not carry through to the rest of your paragraphs!

Triple space

Line of text (or appropriate heading)
Empty 12-point line
Empty 12-point line
Line of text

Triple space

Line of text (or appropriate heading)
Line of text