

PLEASE READ the contents of this page. It contains formatting details.

CHAPTER 3

THIS IS AN EXAMPLE OF A LONG CHAPTER TITLE THAT EXTENDS BEYOND ONE LINE

2 double-spaces here 

The chapter title above shows spacing of a title that does not fit on a single line of text. Keep it all centered. In deciding where to put the line breaks, try to consider “thought groups”, e.g. it would be less suitable to start the second line with “title” — the words “chapter” and “title” should be kept together because these two words refer to a single concept.

Notice that the chapter title is, like the rest of the text, double-spaced. After the chapter title, there are two double-spaces before the text of the chapter begins.

2 double-spaces here 

3.1 First-level sub-heading example

Sub-headings are preceded by two double-spaces. There is only the usual (i.e. one) double-space between the sub-heading and the first line of the text. Note that there are two spaces following the number (3.1) and the first level of the sub-heading.

3.1.1 Second-level sub-heading example

The second-level sub-heading, like the first-level ones, are preceded by two double spaces. Similarly, there is only one double-space between the sub-heading and the first line of the text. Remember to put two spaces after the number.

3.1.1.1 Third-level sub-heading example

The spacing for the third-level sub-headings, both vertical and horizontal, is identical to those of the other sub-headings.