

If your settings are correct, you should see only ONE symbol like this between your title and the first line of text.

READ THE TEXT OF THIS SAMPLE TO UNDERSTAND WHAT TO DO ¶

CHAPTER 3 ¶

THIS IS THE TITLE OF CHAPTER THREE: ¶

LINE SPACING FOR MAIN HEADINGS AND CHAPTER SUB-HEADINGS ¶



¶

Please note that the chapter designation and the title are double-spaced. Please use the settings as indicated in the guidelines document. You need to have two double spaces, however, between the title and the first line of text. This section explains how to do that. ¶

Turn on the Word tool that shows all your non-printing characters. You can find it at the top of your Word document. It looks like this: ¶. When you hit 'enter', you go automatically to the next line. The line spacing should already be set for double-spacing. ¶

To create two double spaces, you hit 'enter' twice. You should therefore see one ¶ between the last line of the title and the first line of the text, not two. ¶

For chapter sub-headings, too, you need to have two double spaces before a new sub-heading. You do that in the same way, that is, by hitting 'enter' twice after the last line of text. ¶