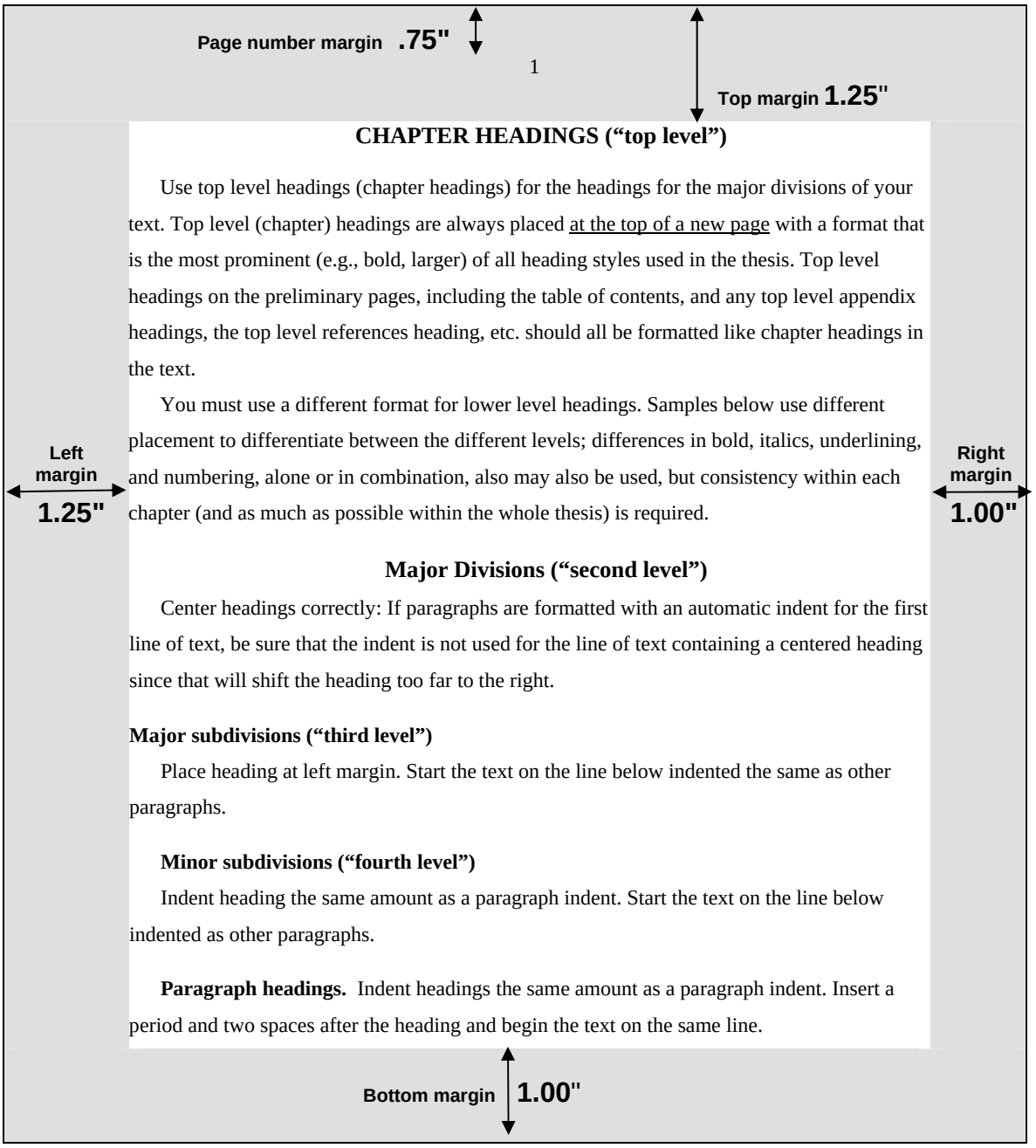

CHAPTER HEADINGS ("top level")

Use top level headings (chapter headings) for the headings for the major divisions of your text. Top level (chapter) headings are always placed at the top of a new page with a format that is the most prominent (e.g., bold, larger) of all heading styles used in the thesis. Top level headings on the preliminary pages, including the table of contents, and any top level appendix headings, the top level references heading, etc. should all be formatted like chapter headings in the text.

You must use a different format for lower level headings. Samples below use different placement to differentiate between the different levels; differences in bold, italics, underlining, and numbering, alone or in combination, also may also be used, but consistency within each chapter (and as much as possible within the whole thesis) is required.

Major Divisions ("second level")

Center headings correctly: If paragraphs are formatted with an automatic indent for the first line of text, be sure that the indent is not used for the line of text containing a centered heading since that will shift the heading too far to the right.

Major subdivisions ("third level")

Place heading at left margin. Start the text on the line below indented the same as other paragraphs.

Minor subdivisions ("fourth level")

Indent heading the same amount as a paragraph indent. Start the text on the line below indented as other paragraphs.

Paragraph headings. Indent headings the same amount as a paragraph indent. Insert a period and two spaces after the heading and begin the text on the same line.

Thesis headings example: Sample heading styles and minimum margins for thesis text pages