**CHAPTER 3**

**THE FORMATTING OF CHAPTER TITLES WITHIN THE TABLE OF CONTENTS AND IN THE TEXT AND SUBHEAD FORMAT IN TEXT**

**Formatting of Chapter Titles**

Each chapter must begin on a new page. Chapter titles contain two elements. The first element begins with the word “CHAPTER” in all uppercase letters and bold font followed by the chapter number in Arabic numerals (1, 2, 3, etc.) in bold font. The second element contains the words of the title of the chapter in all uppercase letters and bold font. Fill a full line of text with the words in the title of the chapter before continuing to another line if the chapter has a long title and use uniform double line spacing between the lines.

However, for a chapter title requiring more than one line in the table of contents, single line spacing is required.

**Placement of Subheads Within Text**

Throughout the ages, men and women have developed their skills of communication (Donawerth, 2002). One technique for informing and persuading is to arrange facts into logically progressive segments that lead to a conclusion. First level subheads are used to alert the reader to major topics being covered in each chapter. Second and third level subheads mark subdivisions within the major topics. The placement of the subheads within the text designates the hierarchy of the subheads. To maintain this hierarchy, the first subhead of each chapter must be a first level subhead and subheads must always be placed in first-second-third-level order (i.e., a third level subhead cannot immediately follow a first level subhead).

**Formatting of First Level Subheads and Lower Level Subheads**

First level subheads are centered on a line separate from text, and they are in bold font and use headline style capitalization. For headline style capitalization, the first word and all significant words are capitalized. The definition of *significant word* varies between style guides. Figure 1 lists the types of words that are not capitalized in headline style caps.

**Line Spacing for Long First Level or Second Level Subheads That Take Up More Than One Line**

If a first level subhead or a second level subhead uses more than one line, use single line spacing within the subhead and double line spacing before and after it. Fill the first line of the subhead with text before continuing to a new line.

**Second Level Subheads and Lower Level Subhead**s

Second level subheads begin at the left margin on a line separate from text, and they are in bold font and use headline style capitalization.

**Third level subheads**. Third level subheads are very different from first and second level subheads. Third level subheads are in bold font like the other levels of subheads. However, third level subheads are placed on the same line as text. Third level subheads are indented and end with a period before beginning the first sentence of the text. Third level subheads use sentence style capitalization in which the first word is capitalized as well as any word or words that would be capitalized in a sentence in the text. If a third level subhead fills more than one line, use double line spacing.

*Non-hierarchical heading*: Sometimes a heading is needed that does not fit within the hierarchical arrangement of topics, like the definition of a term. Use italics for these headings with sentence style caps and a colon at the end.