

2" top margin



## CHAPTER 3

### MAJOR HEADING (Level 1)

A chapter number or other major heading is placed 2 inches from the top of the page, centered between the left and right margins. Triple space beneath the major heading and the first line of text.

#### Subheading (Level 2)

Triple space before and after the second-level heading, which is centered.

#### Subheading (Level 3)

Triple space before and after the third-level heading, which is centered and underlined.

#### Subheading (Level 4)

Triple space before and after the fourth-level heading, which is at the left margin and underlined.

Subheading (Level 5). Double space before the fifth-level heading, which is printed as the first sentence of a new paragraph and underlined.