There are three single blank line spaces between a MAJOR HEADING and text (as the above space indicates). All text is double spaced except for the first paragraph in the Abstract. Three single blank lines between 1st order sub-divisions and between 1st and 2nd order sub-divisions. There is one single blank line space between text lines (double spacing).

Note: Certain versions of Windows will add extra line spaces to your work if you are not careful to check your formatting. To fix, go to the Home tab at the top of the page on your computer screen and look in the tool bar for the paragraph symbol (has 4 lines with up and down arrows to the right of the lines). Click on the down arrow to the left of the icon. The bottom two options will add or remove space before or after a paragraph. That will fix the extra spacing problem. If you need help, please ask me and I’ll show you how to do this.