

MAJOR HEADING IS 2" FROM TOP MARGIN

There are **three single blank line spaces** between a MAJOR HEADING and text (as the above space indicates). Turn on your punctuation to judge spacing. When your document is set at double spacing, hit enter at the end of the last line of text (the major heading), then hit enter twice. Then start your text on that line. 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).

≥ left margin is 1 ½"

right margin is 1" ≡

THIS IS THE MIDDLE OF THE PAGE

***Note:** Certain versions of MS Word will add extra line spaces to your work if you are not careful to check your formatting. To fix, press Control and the A key to select your entire paper, then go to paragraph tools and check the box that states "do not add extra space between paragraphs of the same style."*

| Bottom margin is 1 ¼" (1.25)

Preliminary Page numbers are centered ½" from the bottom of the page