

Chapter Title

A. INTRODUCTION - HEADING 1

Begin with an introductory paragraph to explain what the chapter will be about.

B. FIRST MAIN IDEA - HEADING 1

Explain the main idea in paragraph format. The paragraph should be separated from the “main idea” by a single blank line. The beginning of the first sentence should be indented 0.5” from the left margin. All additional lines of the paragraph should be aligned with the left margin, with the last line of text aligned left.

1. First Subheading of Main Idea “B” - Heading 2

a. First Supporting Material for Subheading “1” - Heading 3

If there is more detail to explain supporting material for a subheading, you may do so in paragraph format. The paragraph should be separated from the bolded “supporting material subheading” by a single blank line. The beginning of the first sentence should line up with the supporting material’s numeral outline marker (indented 1” from the left margin). All additional lines should be indented 0.5” from the left margin (“hanging”). The paragraph should be justified.

b. Second Supporting Material for Subheading “1” - Heading 3

2. Second Subheading of Main Idea “B” - Heading 2

If the supporting material for Subheading “B” (or any other headings noted as “Supporting Material”) is a list without any accompanying paragraph descriptions, it should not be bolded and may be single-spaced without any blank space in between, as demonstrated below:

- (1) First Supporting Point in List for Subheading “2”
- (2) Second Supporting Point in List for Subheading “2”