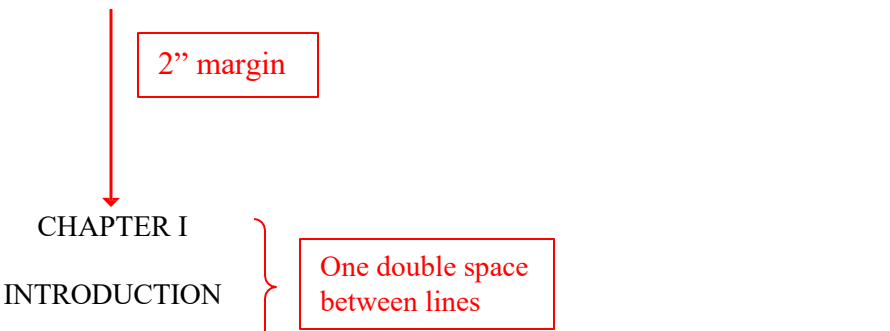




CHAPTER I

INTRODUCTION

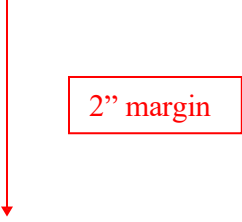
The chapter number is two inches from the top of the page. There should be one double space between the chapter number and the chapter title, and also between the chapter title and the first line of text. Using the same quote, the following examples show the difference between a fully justified block quote [set both at 2" margin], and one that is left justified within the narrower margin on the right.

Jimmy Buffett gives this advice to recent college graduates: (fully justified)

Don't ever take this opportunity as something you deserved. Make your avocation your vocation. "There are four things you need to be successful. Talent is 10 percent. Luck is 20 percent. Work ethic is 30 percent. Passion is 40 percent. Passion, not profit, should always be your guide.

According to Jimmy Buffett, on his advice to young people: (left justified)

Don't ever take this opportunity as something you deserved. Make your avocation your vocation. "There are four things you need to be successful. Talent is 10 percent. Luck is 20 percent. Work ethic is 30 percent. Passion is 40 percent. Passion, not profit, should always be your guide.


 2" margin

CHAPTER <Number>

CHAPTER TITLE

Level 1 Heading

A Level 1 Heading is always centered and in boldface, without punctuation. Level 1 Headings must always be included in the Table of Contents (ToC). In the ToC, they will be slightly indented from the Chapter number and title. Headings are the **only** part of the draft that are boldface. However, in the ToC they are *not* boldface, as they are in the text.

Level 2 Heading

A Level 2 Heading is aligned at the left 1" margin, on a line by itself, in boldface without punctuation. The paragraph below will be indented as usual. You may not use a Level 2 Heading without having used a prior Level 1 Heading. Level 2 Headings are optional in the Table of Contents, but if they are used for one chapter, they must be used for *all* chapters. In the ToC, they will be slightly indented from Level 1 Headings.

Level 3 Heading. A Level 3 Heading is indented with the first line of the paragraph. It should be in boldface and end with a period. You may not use a Level 3 Heading without having used a prior Level 2 Heading. Level 3 Headings are optional in the Table of Contents, but if you use them for one chapter, you must use them for *all* chapters. In the ToC, they will be slightly indented from Level 2 Headings.

Level 4 Heading. A Level 4 Heading is indented with the first line of the paragraph. It should be in italics, in boldface and end with a period. You may not use a Level 4 Heading without having used a prior Level 3 Heading. Level 4 Headings are optional in the Table of Contents, but if you use them for one chapter, you must use them for *all* chapters. In the ToC, they will be slightly indented from Level 3 Headings.

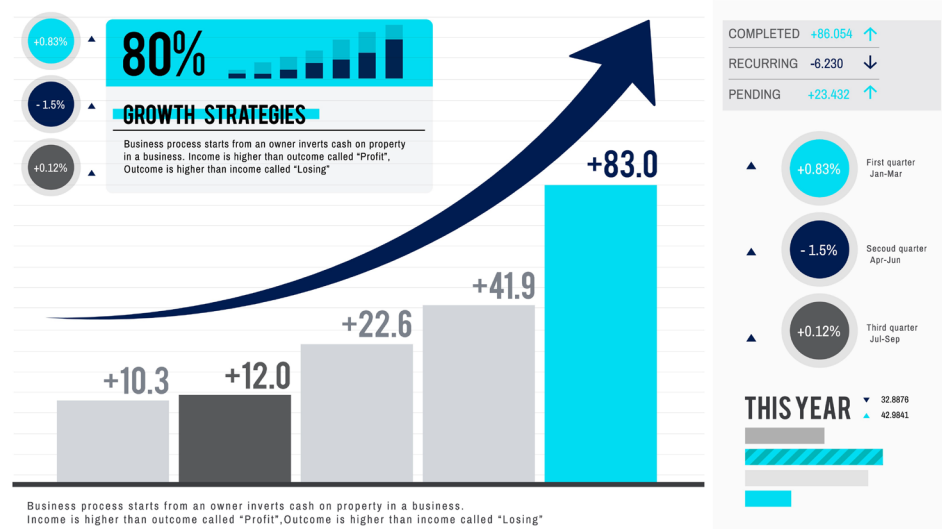


Figure 2: Titles on List of Figures page must be the exact title from the text. Titles for figures are placed below the figure. Long titles should be single spaced. (image from freepik.com)

A figure is a visual representation, like a chart or picture. It's used to explain things visually. Figures have captions to help understand them. They're used for graphs, diagrams, and images to make information more understandable and engaging. Titles on List of Figures page only need to include the first sentence from in-text Figure Title.

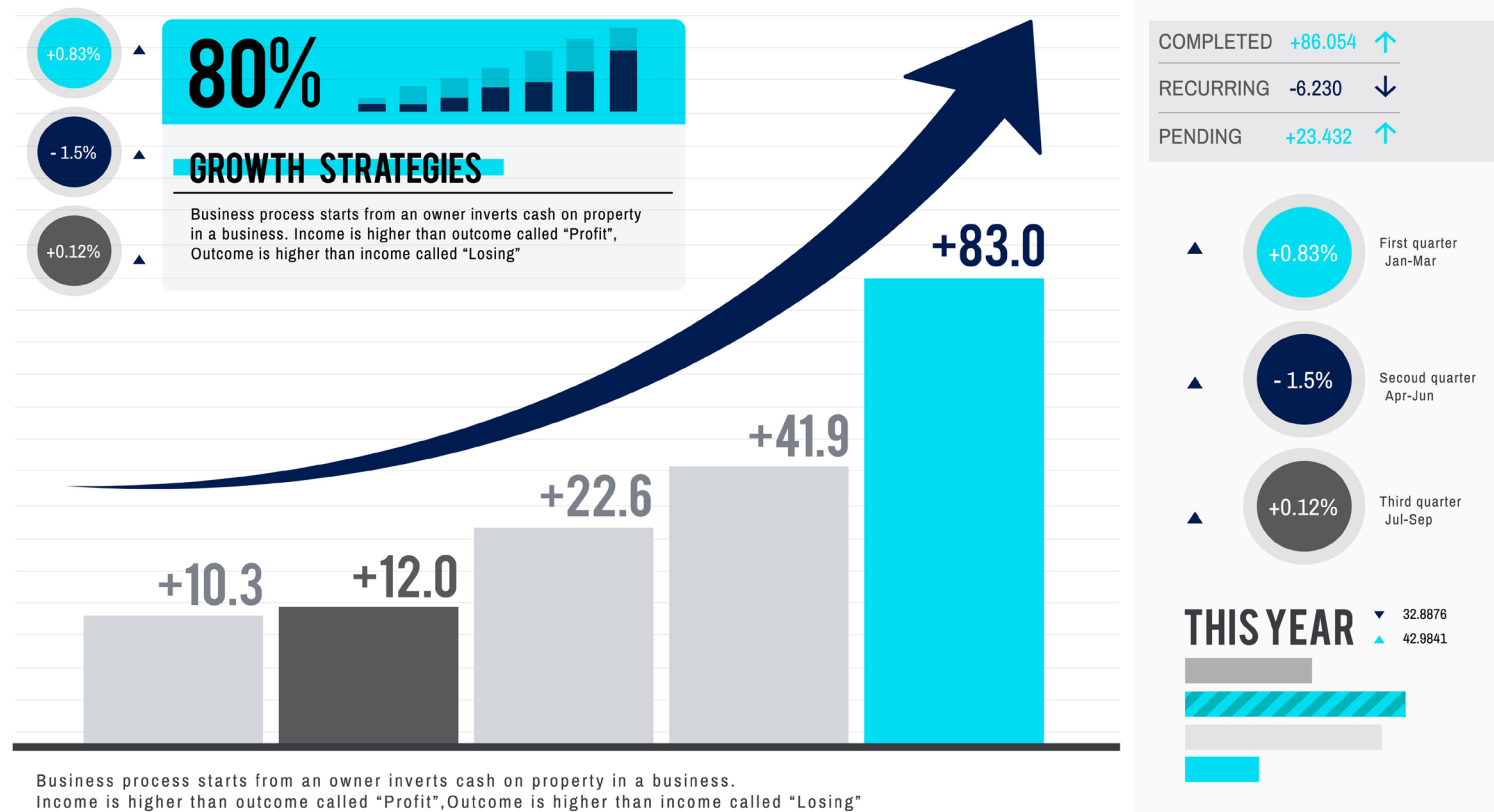


Figure 2: Titles on List of Figures page must be the exact title from the text. Titles for figures are placed below the figure. (image from freepik.com). Long titles should be single spaced.

This is an example of a landscape layout for a figure/table. The page number will need to be centered and rotated on the left-hand side of the page as if it was in the portrait configuration. Figures/Table Titles should be single spaced if they are more than one line in length. Titles on List of Figures (LoF) page only need to include the first sentence from in-text Figure Title.

1" margin

Table 3: Titles on List of Tables page must be the exact title from the text. Titles for tables are above the table. Long titles should be single spaced.

College	New students	Graduating students	Change
	<i>Undergraduate</i>		
Cedar University	110	103	+7
Elm College	223	214	+9
Maple Academy	197	120	+77
Pine College	134	121	+13
Oak Institute	202	210	-8
	<i>Graduate</i>		
Cedar University	24	20	+4
Elm College	43	53	-10
Maple Academy	3	11	-8
Pine College	9	4	+5
Oak Institute	53	52	+1
Total	998	908	90

Source: Fictitious data, for illustration purposes only

A table is a means of presenting data in a structured, tabular format, with rows and columns used to display numerical information. It typically includes labels, row and column headings, and numerical values.

Split or Continued Tables Sample:

Table 4: Titles on List of Tables page only need to include first sentence from in-text Table Titles.

College	New students	Graduating students	Change
	<i>Undergraduate</i>		
Cedar University	100	99	+9
Elm College	200	255	+1
Maple Academy	150	156	+78
Pine College	155	199	+19

Table 4 (cont.) [Split or tables that continue onto the next page must be labeled as shown.]

	<i>Graduate</i>		
Cedar University	29	25	+9
Elm College Maple	56	83	-16
Academy Pine	3	69	-8
College Oak	8	4	+9
Institute	43	92	+8
Total	888	708	80