

# Hints for Spacing

## First Level Heading

First level headings are centered and underlined with a triple space above and below the heading. This is the same spacing you should have around chapter titles and above and below your figures and tables.

## Second Level Heading

Second level headings are on the left margin, underlined, with a triple space above and a double space below.

Third Level Heading. Third level headings are indented, underlined with text continuing on the same line as the heading. There is a triple space above. You may punctuate with a period or colon, or just leave a space. Do not underline the punctuation or space.

- **What is a double space?** A double space is one empty line (12 points) between each line of text. For example:

Line of text or heading  
Empty 12 point line  
Line of text

\*\*If you are set to double space mode (check your paragraph menu/tab), pushing enter will automatically add one empty 12 point line.

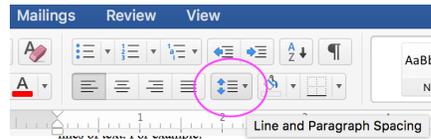
- **What is a triple space?** A triple space means two empty lines (each 12 points) between lines of text. For example:

Text or first level heading  
Empty 12 point line  
Empty 12 point line  
Text or another heading level

# Hints for Spacing

\*\*If you are set to double space mode (check your paragraph menu/tab), pushing enter once will give you a double space. Hitting enter twice gives you one line of text and three empty lines between next line of text. This is four spaces, which is too many.

**How do I make a triple space?** To change four spaces into three, click anywhere in the empty space between lines and hit control plus the number 1 **or** click on Line Spacing and Paragraph Options (see image) to change one of the double spaced lines to a single space, giving you a triple space.



## \*\*\*Important\*\*\*

Make sure to check your paragraph menu/tab. Be sure your line spacing option is set to double or single spacing, not 1.25 or multiple.

Check the spacing option in this menu/tab where you can add additional space above and/or below your lines. Make sure that the points above and the points below are set to ZERO. If you have more points above or below your lines, this will make a double or triple space smaller or larger than it should be.

Do you have extra gaps of space between paragraphs? Make sure you have checked the box, “Don’t add space between paragraphs of the same style” or that you have selected to “remove spacing before paragraphs” or “remove spacing after paragraphs.”