

(Allow 2" top margin)

Chapter 1

(1 double space)

TITLE IN ALL CAPS

(2 double spaces)

(If subheading title, place here and allow 1 double space or

Begin text immediately after spacing. Double space all text. **Preferences:** 5 character space indents for paragraphs, 2 character spaces between periods and new sentences, no extra spacing between paragraphs. Publishing companies have changed some of these standards. The general guiding principle is consistency and logic.

Begin using Arabic numbers with this page (1" bottom, centered under text.) All succeeding pages will be numbered consecutively to the end of the manuscript.

If integrating figures or tables in text, allow 2 double spaces **before and after** figure/table. Avoid leaving single lines at bottom or top of pages. Create a page break that leaves the extra space at the bottom of the page, allowing you to move single lines to top of next page.