

Third-level subheading

The third-level subheading uses the formatting style, 04 Third-Level Subheading (BOLD). It will "flush-left," boldface and single space the text, and advances the text after it by one line. For the third-level subheading, only the first letter of the first word and proper nouns are capitalized (Sentence case). Third-level subheadings must not have more than one single-spaced blank line before or after the heading.

Another third-level subheading

The heading above shows that if you have a subheading of a certain level, you must have more than one. The rationale is that you cannot have a list of only one item.

Paragraph heading. First line of text follows the period on the same line as the heading. Paragraph headings are indented, boldfaced, and followed by periods or colons; only the first letter of the first word and proper nouns are capitalized. Paragraph headings do not have their own "style" and are not listed in the table of contents. (This paragraph uses 05 Body Text style.) Paragraph headings can also be used in bulleted lists.

Another paragraph heading. Here are a few special points to keep in mind when reviewing your thesis or dissertation:

Heading levels must be used in the order listed above (the only exception would be if you use only three levels throughout and you elect to use paragraph-style headings instead of third-level headings). Levels must be ordered consistently from chapter to chapter. (This paragraph uses the 07 Block Text—Block Quote style)

When you exit the Block Quote style you often continue the previous paragraph rather than starting a new one. In that case you would apply 06 Body Text No Indent.