

1" margin



Calibri 12pt
or
New Times Roman 12pt

Chapter #
Chapter Title

single-space

double-space

-1 tab → **Section #, Section Title.**

-1 tab → (a) -1 tab → Subsection

-2 tab → (i) -1 tab → Paragraphs

-3 tab → (A) -1 tab → Subparagraphs

-4 tab → (l) -1 tab → Subdivision of subparagraphs

-5 tab → (1.) -1 tab → Additional Numbering

-6 tab → a. -1 tab → Additional Numbering

-7 tab → 1. -1 tab → Additional Numbering

1" margin



1" margin



Chapter Number or Appendices Letter

Page Number



1-1

1/2 inch

1" margin

