CHAPTER 1
CHAPTER TITLE GOES HERE

First-Level Subheading

The first-level subheading uses the formatting style 02 First-Level Subheading (BOLD). It centers, single line spaces and advances the text after it by one line. No extra carriage returns are needed to correctly space the text that follows. First-level subheadings should be in title case (capitalize the first letter of major words). You must capitalize the first-level subheadings yourself. MS Word can simulate Title Case capitalization but it will capitalize the first letter of EVERY word including articles and prepositions. First-level subheadings must not have more than a single blank line space before or after the heading.

Another First-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.

Second-Level Subheading

The second-level subheading uses the formatting style 03 Second-Level Subheading (BOLD). It will "flush-left," boldface and single space the text, and advances the text after it by one line. Second level subheadings are also in Title Case (The first letters of principal words must be capitalized).

Another Second-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.