# How to Format Heading Styles in the American University Thesis and Dissertation Template

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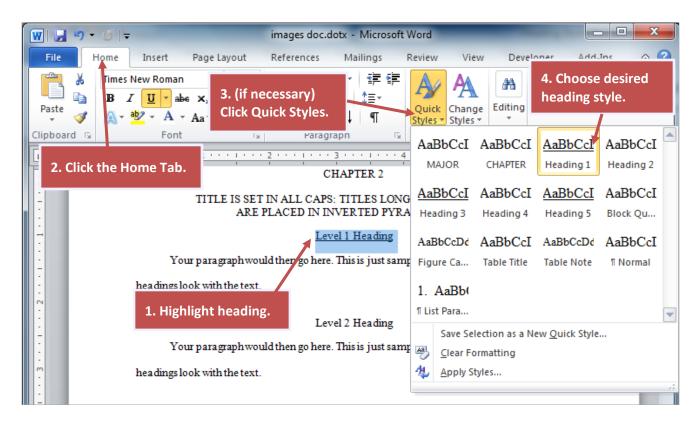
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## What Are Styles and Why Are They Helpful?

Styles are saved formatting schemes for text, headings, and other elements in the document. Styles let you quickly format headings with the click of a button. Styles also form invisible links that Word uses to generate a Table of Contents with your titles and headings. This will save you hours of cross-checking the spelling and page numbers of headings in the text and Table of Contents.

## How to Add a Style

Follow the steps in the image below.



#### Styles Built into the AU Template

- The MAJOR heading style is applied by default to the front-matter (e.g., Acknowledgments, List of Tables) and back-matter (Appendix Titles, References) titles in the template. If you add components such as a List of Abbreviations (front matter), Glossary of Terms (back matter), or additional appendices (back matter), make sure to apply the MAJOR style so that those titles appear in the table of contents. Use two soft carriage returns (SHIFT + ENTER) between an appendix letter and appendix title so that they appear correctly in the table of contents.
- ♣ The CHAPTER style is applied by default to chapters 1 to 8 in the template. If you add extra chapters, apply the CHAPTER style to the chapter numbers and their corresponding titles and use two soft carriage returns (SHIFT + ENTER) between the chapter number and title so that they appear correctly in the table of contents.
- Apply the Heading 1 style for the first heading level in the main text. Apply the Heading 2 style for the next heading level, and so forth. Using the styles for Headings 1 and 2 will allow you to include them in the Table of Contents when you generate it later. Although Headings 3 to 5 will not be included in the Table of Contents, the styles will still help you format them quickly or make global changes to all headings later should you need to change them for some reason.
- Apply the Block Quote style to quickly format your block quotes.
- Apply the Figure Caption style to your figure captions (this will also add an extra space between the caption and the text that follows to improve readability). You can use this regardless of Turabian, APA, or other style. However, after you apply the Figure Caption style, you might have to make some changes to the caption to comply with your department's preferred style guide (e.g., if you are using APA style, italicize the word *Figure* and the figure number).
- Apply the Table Title style to your table titles (this will also add an extra space between the table title and preceding text to improve readability). You can use this regardless of Turabian, APA, or other style. However, after you apply the Table Title style, you might have to make some changes to the table title or number to comply with your department's preferred style guide (note that APA and Turabian have different formatting guidelines for table titles).
- Apply the Table Note style to your table notes (this will also add an extra space between the final table note and text that follows to improve readability).
- 4 You can use the List Paragraph style if you would like to create a numbered list with a half-inch indent, which matches the default half-inch paragraph indent.

# Formatting Indented-Paragraph Headings

The default Level 5 Headings in the AU Template are indented and run directly into the paragraph text. When applying this heading style, you might notice that your entire paragraph gets accidentally formatted as the heading. To avoid this, put the heading on the same line as the paragraph text, add a period after the heading, and highlight the heading (but do not highlight the period) with the mouse. Then, apply the heading style to the highlighted text.

## **Multiline Headings**

Long headings can sometimes blend in with the text. It is usually helpful for the reader if you break long headings (traditionally at around the 4-inch mark and in inverted-pyramid format but you may choose).

To ensure that long headings display properly in the Table of Contents, use a soft carriage return between lines by holding the SHIFT key down while you hit the ENTER key. The following heading is an example of how you might break a long heading in inverted-pyramid style.

Sample Long Heading: This Heading Is So Long That It Almost Looks Like a Main-Text Sentence

#### **Headings and Line Spacing**

Levels 1 to 4 in the default heading styles in the AU template include an extra line space before them (except when two headings are stacked, in which case no extra space is needed). The headings themselves are single-spaced. Both of these formatting settings help set the headings off from the text that surrounds them. The AU Guide permits you to make changes to your heading styles, as long as you are consistent throughout your document.

## **Customizing Your Heading Styles**

The easiest way to deal with the headings in your document are to use the ones preformatted into the template. If you would like to use your own heading styles (for instance, APA), you can do so by modifying the styles. If you do this, it is important that you follow the steps below, or your Table of Contents will not generate properly. Note that if you are changing to APA, the chapter titles are not counted in the heading levels.

