Major and Minor Headings

Each heading must be formatted in a particular way.

Chapter

It is common to have certain chapter titles: Introduction, Background, Conclusion

- Chapter headings should look like:

Chapter II

William Shakespeare’s Early Works

William Shakespeare’s early works are his comedies. In these plays, he demonstrates a keen awareness of….

1.

a-heads

- This is what your a-heads should look like:

Reasoning and Problem Solving

We have previously considered the formation and use of concepts, noting that concepts are employed in thinking and that they are developed through thinking. We now consider the process of reasoning and problem solving.

Formatting standards to remember:

- a-heads are centered
- Chapter number (e.g., Chapter II) is one double space from top margin
- They use upper-case and lower-case letters
- They show quadruple spacing before the a-head and double spacing after the heading
There must be text between a Chapter heading and an a-head

---

**b-heads**

- This is what your b-heads should look like:

---

**Computer Simulation**

The computer is an assembly of mechanical and electronic components that can engage in symbolic processes. Given some numbers, letters, or other symbols, the computer manipulates them in various ways and produces a result.

---

**Formatting standards to remember:**

- The b-heads are flush with the left hand margin
- They use upper-case and lower-case letters
- They show quadruple spacing before the b-head and double spacing after the heading
- There must be text between an a-head and a b-head

---

**c-heads**

- This is what your c-heads should look like:

---

*Use of computers.* In a broad sense, computer techniques and the programs associated with them are used for two general purposes. They are primarily designed for solving problems. But psychologists and other scientists also use computers for another purpose—to study the reasoning process.

---

**Formatting standards to remember:**

- The c-heads are run-on heads beginning a paragraph
- They are flush with the left hand margin
Examples of a-heads, b-heads, and c-heads:

Reasoning and Problem Solving [a-head]

We have previously considered the formation and use of concepts, noting that concepts are employed in thinking and that they are developed through thinking. We now consider the process of reasoning and problem solving.

Computer Simulation [b-head]

The computer is an assembly of mechanical and electronic components that can engage in symbolic processes. Given some numbers, letters, or other symbols, the computer manipulates them in various ways and produces a result.

Use of computers. [c-head] In a broad sense, computer techniques and the programs associated with them are used for two general purposes. They are primarily designed for solving problems. But psychologists and other scientists also use computers for another purpose—to study the reasoning process.