

Dissertation & Thesis Review

HOW TO....

...PUT ADDITIONAL SPACING AROUND CHAPTER TITLES, HEADINGS, TABLES, & FIGURES

Maintain normal text spacing (either 1-1/2 spacing or double—whichever you are using) between chapter numbers, chapter titles, headings, etc. (i.e., don't add any extra space by hitting the ENTER key). THEN, use the "Spacing Before & After" feature to set the additional spacing where you need it as follows:

- Click on the title, heading, table title, figure caption, or text around which you need additional spacing (usually just clicking on the line or anywhere within the paragraph will be sufficient. However, if you do *select* text, be sure to include the paragraph marker at the end of the paragraph as well).
- Select **Format** then **Paragraph**.
- Under **Spacing/Before--After**, add **12 pts** (equal to one single-spaced line) either before, after, or both, depending on where you need additional space in relation to that line/paragraph). Regardless of the line spacing format you are using (1-1/2 or double), you will be adding 12 pts. Points can be increased/decreased in increments of 6 pts by clicking on the arrows to the right of the box. You can also just type directly into the box after selecting the "0".

NOTE: When adding space *before* text to separate it from a preceding **table**, you may need to add somewhat more than 12 points because Word doesn't recognize the space occupied by the bottom delineating line of the table (this isn't a problem when there is a note to a table). So, if after adding the 12 points, the space between the bottom of the table and the following text doesn't *look* equal to the space between the text and the table *title*, increase the points until it does!

