

How to Do the Headings for Writing a Masters Paper

The following format has been provided to simplify the format for providing headings in a C&I Masters paper. It is based upon the *APA Manual 5th edition* except that it provides a consecutive progression through the headings rather than the more complicated system prescribed in the APA Manual 5th edition.

Here are the divisions:

Section Heading	Centered and ALL CAPITAL LETTERS; (including: Introduction, Methodology, Analysis and Discussion, Conclusions and Recommendations, References and Appendix)
Major Heading	Centered, first letter of all major words capitalized. (These are the subject-specific headings.)
Major Subheading	Centered and italicized, first letter of all major words capitalized (These are the subject specific subheadings)
Minor Heading	Placed at the left margin and italicized with the first letter of all major words capitalized; (These are the minor headings within your subject-specific subheadings.)
Minor Division	Paragraph heading indented and italicized with only the first letter of the first word capitalized and followed by a period; text follows on the same line two spaces after the period; (These are usually lists within your minor headings.)

An illustration of these follows:

SECTION HEADING

Centered, Upper case, and Lowercase Heading

Center, Italicized, Uppercase, and Lowercase Heading

Flush Left, Italicized, Uppercase, and Lowercase Heading

Indented, italicized, lowercase heading ending with a period. Text follows on the same line two spaces after the period.

ANALYSIS AND DISCUSSION

Type of Learners

Adult Learners

Learning Needs of Adult Learners

Knowles (1984) describes a set of assumptions for adult learners which include...

The need to know. Adult learners need to know why they need to learn something before undertaking to learn it.

NOTICE: Each new section/chapter begins on a new page. Major headings and minor headings and divisions ordinarily do not begin a new page. Headings should not appear at the bottom of a page with no textual material following. **At least two lines of text must follow a heading at the bottom of a page.**
