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**Dissertation Paragraph Stylesheet Template for School of Social Work:**

The info within each paragraph description is attached to each style name.

This follows basic APA 6th edition style. For the dissertation, you may vary heading styles.

Fonts: In the text, including the headings, use a serif font, either one of the Times fonts or a Garamond.

Title of Chapter or Paper: 14-16 pt, ALL CAPS, or Small caps.   
Paragraph commands: Centered, No Hyphenation, Keep with Next Paragraph, Keep Lines Together, Single-Spaces, 18 pt after

Header 1: 12 pt, Initial Caps, bold face.   
Paragraph Commands: Centered, No Hyphenation, Keep with Next Paragraph, Keep Lines Together, Single-Spaces, 24 pt before and 12 pt after

Header 2: 12 pt, Initial Caps, boldface. Paragraph Commands: Flush Left, No Hyphenation, Keep with Next Paragraph, Keep Lines Together, Single-Spaces, 6 pt before and 6 pt after

Header 3: Indented, boldface, lowercase paragraph heading ending with a period.

Header 4: Indented, boldface, italic, lowercase paragraph heading ending with a period.

Header 5: Indented, italics, lowercase paragraph heading ending with a period.

Body text: 12 point. Paragraph style commands: 2.0 line spacing, first line indent by.3 to .5 inch. No spaces above or below. Hyphenation on. Keep first 2/last 2 lines together.

Body text left: first line flush left. At times you might need a regular body text style that does not have the first-line indent, for example if a figure is placed in the middle of a paragraph. All other style options same as body text.

Indent quote: body text attributes with .5 indent left and right; no first line indent; 3 pt before and after paragraph.

* Bullet indent: .5 indent with .25 hanging. All other attributes same as indent quote.

Reference style: based on APA. .5 hanging indent. Single spaced with 6pt. before and after (can change to more space between if wish). Do not use line spaces between the added references for spacing. Paragraph style set to “keep lines together” so no citation can break across 2 pages.

*Figure legends*: must go below figures: 12 pt italic font. Paragraph style commands: flush left; single spaced, 6 pt. before/12 pt. after, hyphenation off. Use italic only for the figure no.:   
*Figure 1.*  title text.

Table headers at top of tables:

Table X

*Title Text in Italic Upper/Lower Case*