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1. Make absolutely sure that all text is the same font size throughout, including chapter headings. Try to also keep figures and tables same font size as text (we realize that this is not always possible).
2. Realize that the guide we send you is meant to be a broad guide and that if you need specific format questions answered, you must go to the **Kate Turabian** guide to research papers mentioned in our guide; which is available at the campus bookstore and the library.
3. Do *not* bold text within the preliminary pages.
4. Be certain that chapters and all major headings are centered, all in caps and two inches from the top of the page.

(Example)
(line 1) CHAPTER ONE
(line 2) (one single line or one double space)
(line 3) INTRODUCTION (title of chapter)
(line 4) (TWO SINGLE LINES)
(line 6) START THE TEXT

This will hold true for Bibliography, Appendices, etc.

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