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**See Chapter One for more instructions!**

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For the main body copy (“Normal” style in the document style list), we’ve used Times New Roman 11pt., justified left and right, with line spacing of 1.25, and first line indent of 0.25”. For chapter heads (“Heading 1” style in the document style list), we used Calibri Bold 16pt., all-caps and centered.

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Above shows what a subheading would look like if used within your book. If you want to add a subheading like the one above, type out your heading, then select “Heading 2” from the list of styles above. We’ve used Calibri bold, 14pt, centered and all caps for the subheadings in this document.

## Headers and footers

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As a rule of thumb, headers do not appear on the first page of each chapter, and often do not appear on the “front matter” (preface, introduction, table of contents) pages either.

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