HOW TO FIX 1.5 LINE SPACING FOR TABLE OF CONTENTS

1. The line-spacing requirements for the Table of Contents are as follows:

   ✓ From the heading “TABLE OF CONTENTS” to the word “Page” should be triple-spaced
   ✓ From the word “Page” to the first listing should be double-spaced
   ✓ From the “DEDICATION” listing to the first chapter listing should be double-spaced
   ✓ From the end of the first chapter listing to the first heading should be set at 1.5 line spacing
   ✓ All headings within a chapter should be single-spaced as well as any title that is longer than one line. Continuing lines of a title need to be indented at least 3 spaces and blocked.
   ✓ From the last heading in a chapter to the next chapter listing should be double-spaced
   ✓ Everything from the last heading in the last chapter to the last appendix listing should be double spaced

2. Make sure that you have revealed your formatting marks. If you don’t know how to do this, go to the help menu and type in “Reveal Formatting” or “Show all Formatting Marks” and follow the directions that Microsoft Word provides. These marks may seem distracting but it will ensure that you are change only the places you want without changing anything else.

3. To change the line spacing you will go to Format > Paragraph, and adjust the line spacing as necessary to meet the requirements. See the picture to the right. It is possible to create a shortcut for this step on your toolbar. See the Microsoft help menu for assistance or contact the Instructional Media Center.

4. Follow the notations on the example Table of Contents on the back of this page, making sure that you haven’t hit the “Enter” key in places where you didn’t need to. This will add more space rather than adjusting the line spacing that is already there.
# Table of Contents

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All of these paragraph markers should be set for double spacing.

This paragraph marker is set **INCORRECTLY** at double spacing, it should be set for 1.5

This paragraph marker should be set for double spacing.

This paragraph marker should be set for double spacing.

This paragraph marker is set **CORRECTLY** at 1.5, you can see that it is less space than the one above that is incorrect.

All of these paragraph markers should be set for double spacing.

This is **correct**. There is not an extra paragraph marker and the spacing is set correctly.

This is **too much space**. This can also happen if you've hit the "enter" key too many times.