

Headings and Subheadings

Headings and subheadings are typically used in longer works that benefit from **sectioning information** and **differentiating topics/concepts**. While transitions are still needed to connect ideas, headings and subheadings can be used to enhance readability.

Headings
Subheadings

What Kinds of Writing Use Headings and Subheadings?



Several different writing genres use headings and subheadings to enhance papers. For example:

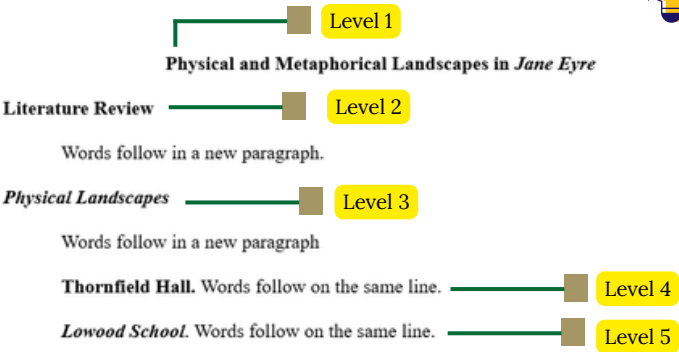
- Scientific Writing
- Literature Reviews
- Research Papers
- Reports
- Manuals
- Theses and dissertations
- Presentations
- Journal Articles
- Creative Works
- Proposals



The Hierarchy - APA

Headings and subheadings function through hierarchal “levels.” For instance, in APA, levels are used for headings (such as the title) and subtopics. Below are the APA formatting levels and a corresponding example.

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
3	Flush Left, Bold Italic, Title Case Heading Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	Indented, Bold Italic, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.



- Note in this example that all the subheadings included are still part of the literature review.
- Once the writer completes this section, they would go back to a level 2 heading.

Headings and Subheadings (continued)

The Hierarchy - MLA

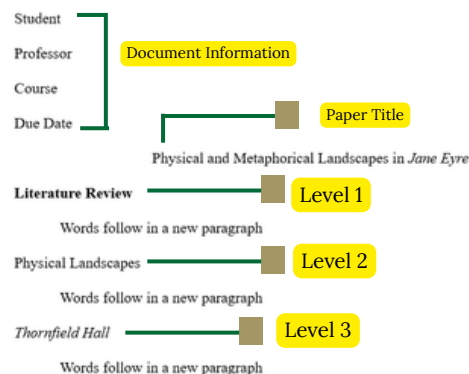
Similar to APA, headings and subheadings in MLA function through the use of “levels.” While MLA formatting includes heading documentation information in the top left-hand corner of the page (student, professor, course, due date) and a title, the following information applies to MLA 9th edition rules for headings and subheadings in the paper itself.



Heading Level 1

Heading Level 2

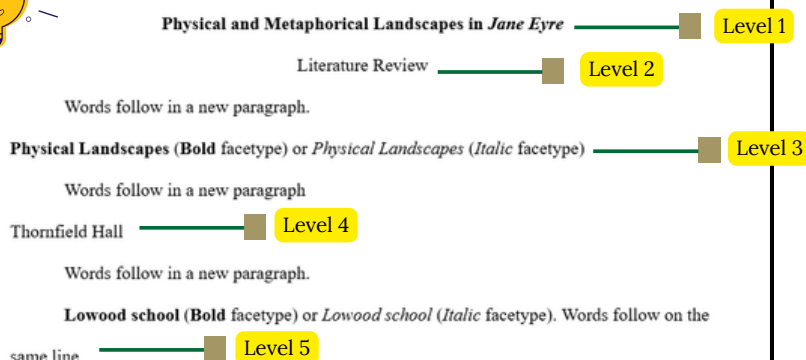
Heading Level 3



The Hierarchy - Chicago

Similar to APA and MLA, headings and subheadings in Chicago function through the use of “levels.” Below is an outline of the different levels and corresponding example.

Chicago Headings	
Level	Format
1	Centered, Boldface or Italic Type, Headline-style Capitalization
2	Centered, Regular Type, Headline-style Capitalization
3	Flush Left, Boldface or Italic Type, Headline-style Capitalization
4	Flush left, roman type, sentence-style capitalization
5	Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.



- Note the difference between “Headline-style Capitalization” and “sentence-style capitalization.”
- Headline style capitalizes “major words” (nouns, verbs, adjectives, adverbs, pronouns, and words of 4 or more letters).
- Sentence style capitalizes the first word and pronouns.

Headings and Subheadings (continued)

When to Incorporate Headings and Subheadings

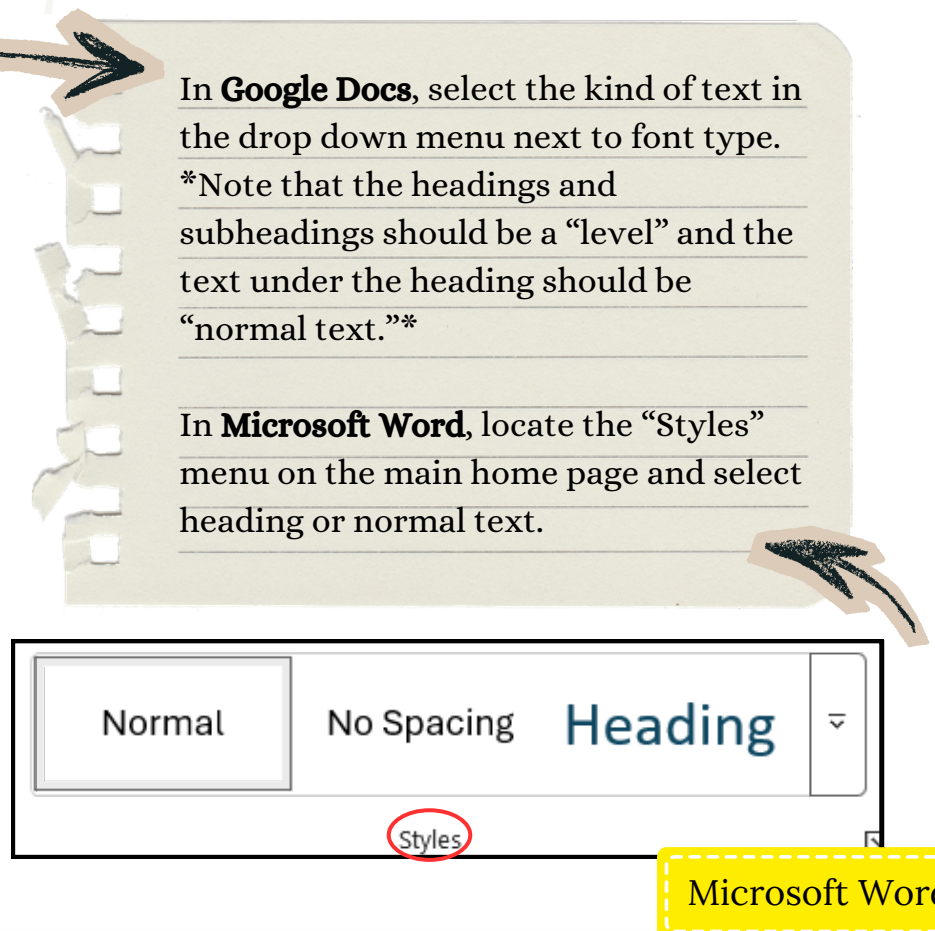
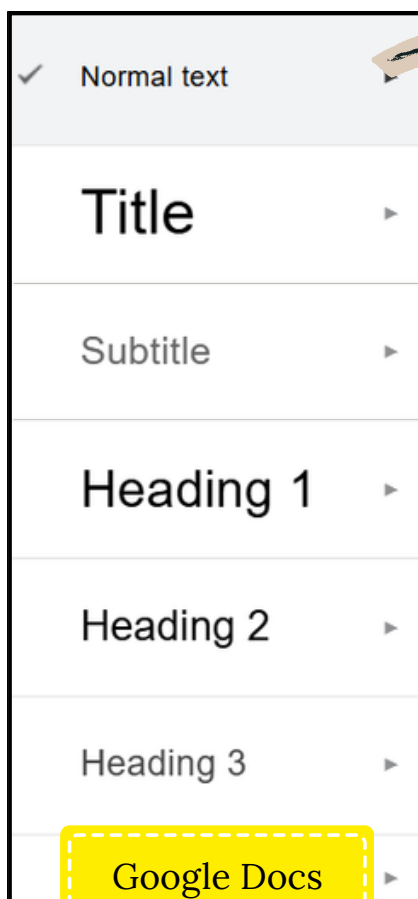
There are several different ways to section information with headings and subheadings (some examples are listed below). Papers should follow some sort of consistent structure, if you begin a paper by sectioning in one way, keep that consistency throughout.

Headings	Subheadings
Topics/Categories	Transition to New Thought
Chronology/Sequence	Breaking Down Complexity
Source Material	Signal Change in Perspective



Heading Accessibility

To ensure accessibility in papers with headings, use the text menu to select which level heading you are using. This makes the electronic version of the document easier to navigate for users, especially those who use screen readers.



In **Google Docs**, select the kind of text in the drop down menu next to font type.

Note that the headings and subheadings should be a "level" and the text under the heading should be "normal text."

In **Microsoft Word**, locate the "Styles" menu on the main home page and select heading or normal text.