Chapter/Section Headings: Creating Section Breaks

1. To create a new section heading (for example, Executive Summary), place your cursor at the end of the last line of text on the last page of the previous section (the section before the one you want to create, for example, the section before Executive Summary). Next, select the **Layout** tab and click on **Breaks.**

2. When the **Breaks** drop-down menu appears, select **Next Page** under **Section Breaks.**
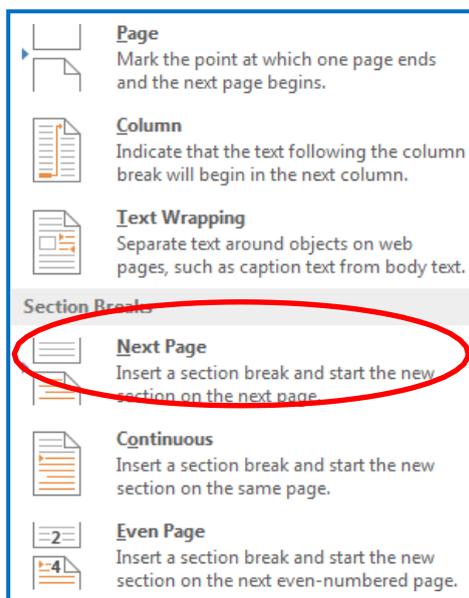
3. The cursor will now be in the new section; however, there will be a blank line created at the top. So if you already have your paper written and are now creating section breaks, the first line of your new section (the top, centered, title line) will be knocked down one line. You will need to carefully delete it (you may need to re-center your title after doing so). If you delete more than that one added line you might remove the section break.

4. To change the Header of the next chapter so that it is not repeated from the previous chapter, (i.e. to change the page heading from Introduction to Methodology), double click on the header. In the **Header section** you will see the following:

5. **Before** typing in the next chapter heading, click on the **Link to Previous** button to break the link between sections (as we did previously for page numbers). Just click on the button once to break the link.

6. **Delete the current chapter heading** in your new section and type in your white paper title, hit enter, and then **type** in the **new heading**, Executive Summary (or whatever your section title is), then an em dash and insert page number (remember that for the first body section, the pagination restarts as so is page 1); hit enter once more before leaving the header to add a blank line under the section title and page number. The **Header section** should now look like this (notice there are no Link to Previous boxes showing up in the footer or header):
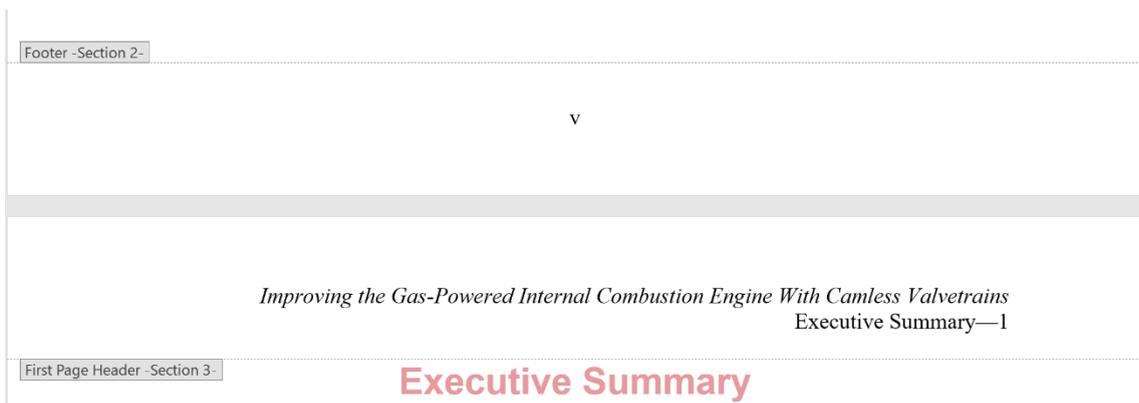
7. Make sure all the text (including the page number) is size 12, Times New Roman (Windows likes to make it size 11, Calibri). In the body of the paper, the numerals are Arabic numerals.

8. If you are in the body (not the front matter) of the paper, make sure the footer does not have a page number in it; only front matter pages after the title page have page numbers in the footer (in lowercase, Roman numerals, font size 12, Times New Roman).

9. Click on the **Close** button.

10. Repeat these steps to **add more chapters or section headings** within your document.

Below is my recommendation for dividing your white paper into sections.

1. The first section is the cover page and title page because they do not have anything in their headers or footers.

2. The second section is the rest of the front matter: from the table of contents to the abstract (or acknowledgments if you have one). This is because there are no headers for the front matter, so no need to create a new section title and the only thing in the footer is a page number. Remember that we do not count the cover page, so when you insert page number in the table of contents footer you will see that Word will

start at page iii. You need to choose Format Page number (which you needed to anyway to make the numerals lowercase Roman numerals) and tell Word to start from page ii.

3. From now on, every time you have a new section (one with the red, centered, Arial, size 20 title at the top), you will need to create a new section break for it so that you can change the section title in the page header without that change being made to every other section. Make sure you always turn off the Link to Previous for both the header and footer each time you create a new section break (annoying that Word defaults to Link to Previous being selected).

Other instructions can be found in the Microsoft Office online help files (the following links should be clickable in most PDF viewers):

For the Mac
https://support.office.com/en-us/article/Insert-delete-or-change-a-section-break-0EEAE2D6-B906-42D3-A1BD-7E77CA8EA1F3

For the PC
https://support.office.com/en-us/article/Insert-a-section-break-EEF20FD8-E38C-4BA6-A027-E503BDF8375C

Adapted from: London South Bank University's "How to format your dissertation" help sheet. 2019. PDF file.