TITLE HERE

Subtitle here

Bola Olu-Jordan

Put your copyright information here. Click enter to have a new paragraph. When you are done, simply scroll to dedication.

# dedication

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# acknowledgment

# foreword

Replace this with your foreword if you have any, if you don’t, simply delete it.

This template has been formatted to fit most online publishing platform specification like Createspace, Lulu, IngramSpark and other local publishers. All you need to do is to convert to PDF after you have finished and adapting it to your manuscript. It will be accepted by many publishing platforms.

Be careful not to delete anything arbitrarily in this template, including empty spaces or pages. There are [invisible] codes at the end of each chapter, so if you want to add or delete anything at the end of the last word in each chapter, simply add it immediately at the period. Don’t let the last word of a chapter and the chapter number of the next chapter meet. If they do, it means the code is removed.

# chapter 1*chapter name*

Begin to populate your chapter here. You may want to copy from another word file and paste here. Although you may use control C to copy, do not use control “V” to paste. This will assume the same format where you are copying from and destroy this new format. To paste, right-click and choose “use destination theme.” You may choose “keep text only” if you have only text and no image. To go to another paragraph, hit enter.

I just clicked “enter” and it takes me to another paragraph. Do that throughout the chapter.

Make sure your paragraph is on “Normal” style. To make sure, look up and check if there is a yellow highlight on the “Normal” style. If there is not, just click it and it will put your paragraph on the Normal style.

## How to make a topic.

I just made a topic above based on “Heading 2.” If you click it, you will see that the “Heading 2” is on yellow highlight in the Style panel above. To make topics based on this heading 2 format, type your topic and click the heading 2 and that’s it. Click enter and it will take you back to “normal style for paragraph.

Keep hitting enter to populate your chapter, when you are done, scroll to begin the next chapter.

# Chapter 2*chapter name*

Do the same thing you did in the first chapter here and subsequent chapter.

# Chapter 3*chapter name*

Do the same thing you did in the first chapter here and subsequent chapter.

# Chapter 4*chapter name*

The chapters are set to recto formatting. This means that every new chapter starts on the odd page or right side of the page. You will not see the “empty” pages here in the word format, but you will see it in the PDF format. The numbering is automatic, so

## How to make a topic.

In chapter 1, we made a topic. That topic is based on Heading 2 in the Style Panel. Follow the instruction to make more topic. We will make another topic based on Heading 3. While heading 2 is bigger, Heading 3 will be smaller. It can be used for sub topic. So, let’s make Heading 3 in the next paragraph.

### Another topic

Here is another topic based on Heading 3. If you look up at the styles panel, you will see that the Heading 3 has a yellow highlight. To make topics based on this heading 2 format, type your topic and click the heading 2 and that’s it. Click enter and it will take you back to “normal style for paragraph.

# Chapter 5*chapter name*

Do the same thing you did in the first chapter here and subsequent chapter.

# Chapter 6*Conclusion*

You can conclude your thought here. You may also change the chapter name to whatever you want.

# Bibliography