1) Home → Paragraph → Click an arrow next to Spacing Before or Spacing After and enter “0” on both before and after.

- If you already complete your text with spacing after “10”, correct this after select the entire contents of the document body.
i) On the Home tab, in the Editing group, click Select, and then click Select All. Or you can push the Ctrl+A together (this will make you select all).
ii) Set the spacing after to “0”.

2. Set the margins
   - Page Layout → Margins → Custom Margins
   - Enter
     Top: 1   Bottom: 1
     Left: 1.5   Right: 1

   - Apply to "Whole Document"

3. Break the section at the end of each chapter
   - Place the cursor at the end of the last page of each chapter
   - Page Layout → Breaks → Next Page
4. Extra top margin for each chapter heading
1) You need 2" top margin for each chapter heading.
2) Make five spaces on top of chapter heading
(Five space= 1")
* Ensure that you did enter five times after adjusting line spacing as single.
Home → Paragraph, Line spacing: single

5. Formatting page number
1) Double click Header or footer
* When you double click Header or footer, ensure that each chapter is a different section.
2) Turn off Link to Previous in the Navigation.
3) Enter the margin in the position
   Header from Top: 1
   Footer from bottom: 1

4) Click Different First Page and click the page number.
   If this is the first page of the chapter, insert the page at the bottom center.
   If this is not the first page of the chapter, insert the page at the top right.

5) Check whether the page is in order. If it isn’t, you click the format page numbers and adjust the starting page.

6) Delete the page number at a wrong place after confirming that Link to Previous is turned off.
* If Link to Previous is not turned off, deleting pages in the current heading may delete all pages in the previous section.
CHAPTER I

INTRODUCTION
(2 spaces, if you set the double space in paragraph, you can push enter once here to give it 2 spaces).

Statement of the Problem

Juvenile delinquency has been reported as a dilemma, and increasingly is a topic of concern and much needed attention. Media reports problems and socially unacceptable behaviors demonstrated by adolescents are reported daily in the media. These behaviors include such things as substance abuse, drug distribution, prostitution, car thefts, gang activity and murder. Schools find themselves forced to install metal detectors and maintain police presence in order to ensure the safety and well-being of their students and faculty. Adolescent delinquency, adolescent substance abuse, and aggressive behavior continue to create problems in our society and are more of an issue with children from the inner city living in poverty (Tolan, Gorman-Smith & Loeber, 1999).

(2 spaces, if you set the double space in paragraph, you can push enter once here to give it 2 spaces).

Purpose of the Study

The purpose of this study will be to examine various family processes that could have an effect on delinquency among African American adolescents. These processes include family structure, parental monitoring, parent-adolescent communication, and
parent-adolescent attachment, will be reviewed to determine the relationship of these factors to delinquency.

Prevalence

Nationally, African American adolescents under age 18 represent 15% of the juvenile population but make up 26% of juvenile arrests, 31% of referrals to juvenile court, 44% of the detained population, 34% of youth formally processed by the juvenile court, 46% of youth sent to adult court, 32% of youth adjudicated delinquent, 40% of youth in residential placement, and 58% of youth in state adult prisons.

In 1997, African-American adolescents represented about 15% of the total U.S. adolescent population, but they represented 41% of juvenile delinquency cases involving detention and 52% of juvenile delinquency cases judicially waived to criminal court (Snyder & Sickmund, 1999). In 1998, 47% of homicide victims in the 15 to 19-year-old age group were African-American males (National Center for Health Statistics [NCHS], 2000). The high rate of violence-related mortality is consistent with self-reports of violent behavior by African-American male students.

In 1999, 44% African-American male high school students' reported being in a physical fight in the past 12 months and 23% reported carrying a weapon (gun, knife, or club) at least once in the past 30 days (Center for Disease Control and Prevention [CDC], 2000). High rates of delinquent behavior on school property by African-American male high school students have also been reported (CDC, 2000). This has adversely affected their relationships with peers and teachers. It has also led to a disproportionately high