

SAMPLE TABLE OF CONTENTS (SECTION METHOD)

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TABLE OF CONTENTS

The word 'Page' should be above the page number column.

Leader dots connect listings to page numbers.

Major headings are all in capital letters.

Use spacing of text between major headings.

Indent and single space subheadings

Sections and subheadings may be numbered or not, consistent with text

Be certain page numbers align properly.

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First major section title must include INTRODUCTION.

Last major section title must include SUMMARY or CONCLUSION.

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