



Begin the list with items that *follow* the contents page.

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↑ ↓ Leave two blank lines between the title and the first item.

Place page numbers flush right, with leader dots if you wish.

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Single-space each item, and add a blank line between items.

Use the same tab stop for each chapter title.

Before and after the list of chapters (including any introduction and conclusion), leave two blank lines.

Also leave two blank lines between numbered parts (not shown here).

Either one or two blank lines can intervene between an introduction and the first chapter or between the last chapter and a conclusion.

Use roman numerals for front matter page numbers, at the top right or bottom center, half an inch from the edge of the page.