**CHAPTER 1**

**TITLE OF CHAPTER**

There may be a preamble at the beginning of a chapter. The purpose may be to introduce the themes of the main headings.

**1.1 Main heading no. 1**

**(Primary Level Numbering)**

**1.1.1 Subheading no. 1 (Secondary level numbering)**

There should be at least two subheadings to justify having subheadings.

**1.1.2 Subheading no. 2 (Secondary level numbering)**

All first letters of principal words are capitalised and the subheading is left justified.

**1.1.2.1 Tertiary heading no. 1**

**(Under Subheading no. 2)**

There should be at least two tertiary headings to justify having tertiary headings.

**1.1.2.2 Tertiary heading no. 2**

**(Under Subheading no. 2)**

Tertiary and subsequent headings should not be listed in the Table of Contents.

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**APPENDICES**

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