

Sample 1: Table of Contents

Topic: Donatello's Statue of *Saint John the Evangelist* at the Former Façade of Florence Cathedral; now: Museo dell'Opera del Duomo, Florence

(See also comment below)

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The table of contents mirrors the text's structure.

Start to write a table of contents as early as possible, when preparing a paper. It will help you to structure your text.

The text structure should be balanced. Do not write only one long chapter with several subtitles.

Titles and Subtitles:

One subtitle cannot stand alone in a chapter:

After 1.1., there must be at least 1.2., or:

after a., there must be at least b.

Capitalize your headlines.

Do not put photographic credits in the captions of your illustrations. Add them as a list to the illustrations.

The entire text, including page numbers, should be in Times New Roman.