Sample 2: Table of Contents

(Topic: Leon Battista Alberti's Façade of S. Maria Novella)

(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 you 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 photographical 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.