

Preferred Style of editing for St Francis Magazine

1 INTRODUCTION

2 BOLD HEADER AND IN CAPITALS

3 ANOTHER HEADER

3.1 Small letters and in bold and italics

3.1.1 Small letters and ONLY the numbers bolded plus small indent and if the header has two lines then do it like this one

As you can seem, text under 3.1.1 is exactly under the number

3.1.1.1 Small letters, nothing bolded.

The 3.1.1.1 is slightly indented compared to 3.1.1.
As you see, the text under 3.1.1.1 is exactly under the number.