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NB: Use formatted headings so the table of contents can be created automatically and easily updated. Page numbers start **after** the Table of Contents.

# Introduction/Preface

At the beginning of the document, may be useful to have an introduction and/or preface explaining,

* Background (creation or revision process in detail);
* Scope of the document, including, the problem addressed, the goal of the document;
* Intended audience;
* Acknowledgements (or in a separate section if necessary – see below).

# Chapters/Sections

Each main issue should be discussed in individual chapters (numbered).

For each issue, an action should be proposed (i.e., recommendations, suggestions, etc.)

Depending on the length of the document and issues discussed, a list of recommendations should be added at the end of the document.

## Subchapter heading 2

Use Heading 2 for a sub-chapter.

### Sub-subchapter heading 3

Use Heading 3 for a sub-sub-chapter. Preferably don’t use more than 3 heading types. If it’s necessary to use a fourth heading, then the table of contents will need editing.

The sections should also include when relevant:

* Glossary
* References
* Bibliography
* Index
* Appendices.

# Appendix A