Key Style Points: Table of Contents

1. The table of contents starts with the first chapter of the book. Front matter material, e.g., the preface, is not listed in the table of contents.

2. Chapter numbers, if any, are always Arabic numerals (Chap. 1, Chap. 2...), part numbers are Roman numerals (Part I, Part II...).

3. If chapters are numbered, they are numbered consecutively throughout the book, not starting anew with each part.
   - An introduction to the subject of the book (historical background, definitions, or methodology) appears as the first chapter and therefore is included in the chapter numbering, i.e., “Chapter 1”.
   - If a book is divided into parts, there can only be one chapter before the first part.

4. For monographs the part and chapter titles and the first two levels of headings appearing in chapters are included.

5. For contributed works usually only chapter titles and author names are included.

6. The References section at the end of a chapter is not numbered.