

Documentation - Numbering of divisions and subdivisions in written documents

International Standard ISO2145-1978

1 Scope and Field of Application

This International Standard establishes a system for numbering divisions and subdivisions in written documents. It applies to all kinds of written documents, for example manuscripts, printed works, books, journal articles, directions for use and standards.

Numbering of divisions and subdivisions in a written document is advocated if this

- 1 -clarifies the sequence, importance and interrelation of individual divisions and subdivisions;
 - 2
 - 3
- 1 -simplifies search and retrieval of certain passages in the text, and makes possible the citation of single parts of the text;
 - 2
 - 3
- 1 -facilitates references within a written work.
 - 2
 - 3

4 2 Numbering of Divisions and Subdivisions

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6 2.1 Arabic numerals shall be employed in numbering.

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8 2.2 The main divisions (first level) of a written document shall be numbered continuously beginning with 1.

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10 2.3 Every main division in its turn can be divided into any number of subdivisions (second level), which are also continuously numbered. This method of division and numbering can be continued to any number of further subdivisions (third and further levels).

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12 It is, however, advisable to limit the number of subdivisions so that the reference numbers remain easy to identify, to read and to cite.

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14 2.4 A full stop is placed between the numbers designating subdivisions of different levels (see example below). A full stop after the number designating the final level shall not be used.

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16 Example:

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18 1st level 2nd level 3rd level

19
20 1 2.1 2.11.1
2 --- 2.2 2.11.2
3 2.3 2.11.3
...
...
...
9 2.9 2.11.9
10 2.10 2.11.10
11 2.11 ----- 2.11.11

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22 2.5 A number 0 (zero) can be assigned to the first division of each level if this forms a foreword, a preface, an introduction, or other division of similar type.

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24 Example of a table of contents:

25
26 0 Introduction
1 Morphology
1.1 Cytology
1.1.1 Form and size of cells
1.1.2 Living content of cells
1.1.2.1 Parts of cells (component parts)
1.1.2.2 Physical properties of cells
1.1.2.3 Inanimate inclusions of protoplasts
1.2 Histology
1.2.1 Tissue formation
1.2.2 Kinds of cells
1.2.2.1 Formative tissues
1.3 Organography
1.3.1 Vegetative organs
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..

..

1.3.1.20 Corm, generalities

1.3.1.21 Structure of typical corm

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2 Physiology

2.1 Metabolism

2.1.1 Chemical composition of the plant

2.1.2 Ingestion and movement of nutrients

2.2 Development

2.2.1 Conditions of growth

2.2.1.1 Measurement of growth

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2.3 Movements

2.3.1 Locomotive movements

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30 3 Citation of Division and Subdivision Numbers in Text

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32 Division or subdivision number are cited in text as in the following examples.

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34 Examples:

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36 ... in clause 4 ...
... see 9.2 ...
... 3rd paragraph in 1.1.2.2 ...

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38 4 Spoken Form

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40 When a division or subdivision number is spoken, full stops are not expressed.

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42 Examples:

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44 2 “two”

2.1.1 “two one one”

2.11 “two eleven”

2.27 “two twenty-seven”

[Here](#) is information on how to order *Drafting Trusts and Will Trusts* and other books by James Kessler QC.