

**APPENDIX D. SUBPARAGRAPHS**

- A. Information that is long or complex should be divided into two or more subparagraphs.
- B. The order of numbering and lettering subparagraphs is shown in the box below. The arrangement may be varied to meet special requirements, such as those for legal documents.

BREAKDOWN OF SUBPARAGRAPHS

- I. Roman numerals
  - A. Capital letters
    - 1. Arabic numerals
      - a. Lowercase letters
        - (1) Parenthetical Arabic numerals
          - (a) Parenthetical lowercase letters
            - (i) Parenthetical lowercase Roman numerals
              - (aa) Parenthetical double lowercase letters
- C. Titles or captions after the subparagraph numbers or letters may be underlined and followed with a period. However, if either or both are used, be consistent.
- D. Type runover lines flush with the first word of the subparagraph.