

## Table of Contents – 2 Heading Levels

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Elements of table are **double spaced**

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**Indent** each subsequent level of heading 7 – 10 spaces (default tab space of most word processing programs)

**No lines** or dots are to be used between headings and page numbers

**Page numbers** as right justified. For single digits one or two spaces may be required

**Font:** The size and style of font is the same as the text of the paper, with no italics or bold type. Most word processing programs default to this style.

**Example** – this sample illustrates how two levels of headings look in the body of a paper.

Harm Reduction for Injection Drug Users in British Columbia:  
Challenges and Implications for the Nursing Profession

*Title*

Injection drug use in Vancouver has been identified as a major concern. With serious implications for both injection drug users (IDUs) and the general population (Cain, 1999; MacPherson, 2000; Millar, 1998). Serious adverse health consequences can result...

Literature Review

*Level 1 Heading*

Des Jarlais et al. (1993) stated that the use and that misuse of psychoactive drugs by people has occurred throughout history. While some of these drugs were intended for legitimate medicinal purposes, non-medical consumption...

*The Nature of Psychoactive Drugs and Injection Drug Use*

*Level 3 Heading*

There is a myriad of complex issues and interrelated aspects of drug consumption that are fundamental to understanding the phenomenon of injection drug use. To effectively provide interventions for IDUs, such as harm reduction services, it is essential for care providers to have knowledge and awareness...

Discussion

*Level 1 Heading*

*Nursing Practice and Harm Reduction for IDUs*

*Level 3 Heading*

There are relatively few articles that specifically describe nursing practice in relation to harm reduction services, particularly services for IDUs. However, the available literature gives valuable insight into current nursing practice related to harm reduction, and demonstrates...

*Challenges and Implications for Nursing*

Nurses are in a unique position to deliver harm reduction interventions for the IDU population in British Columbia. As presented in the aforementioned areas of nursing practice, nurses have the opportunity to make a significant impact on the health and well-being of...

# Table of Contents – 3 Heading Levels

Harm Reduction 1

Elements of table are **double spaced**

Table of Contents

*Title*

Literature Review

**Level 1 Heading**

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The Nature of Psychoactive Drugs and Injection Drug Use

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**Indent** each subsequent level of heading 5 – 7 spaces (default tab space of most word processing programs)

Health Implications of Injection Drug Use for IDUs

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**Font:** The size and style of font is the same as the text of the paper, with no italics or bold type. Most word processing programs default to this style.

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**Example** – this sample illustrates how three levels of headings look in the body of a paper.

Harm Reduction for Injection Drug Users in British Columbia:  
Challenges and Implications for the Nursing Profession

*Title*

Injection drug use in Vancouver has been identified as a major concern. With serious implications for both injection drug users (IDUs) and the general population (Cain, 1999; MacPherson, 2000; Millar, 1998). Serious adverse health consequences can result...

Literature Review

*Level 1 Heading*

Des Jarlais et al. (1993) stated that the use and that misuse of psychoactive drugs by people has occurred throughout history. While some of these drugs were intended for legitimate medicinal purposes, non-medical consumption...

*The Nature of Psychoactive Drugs and Injection Drug Use*

*Level 3 Heading*

There is a myriad of complex issues and interrelated aspects of drug consumption that are fundamental to understanding the phenomenon of injection drug use. To effectively provide interventions for IDUs, such as harm reduction services, it is essential for care providers to have knowledge and awareness...

Discussion

*Level 1 Heading*

*Nursing Practice and Harm Reduction for IDUs*

*Level 3 Heading*

There are relatively few articles that specifically describe nursing practice in relation to harm reduction services, particularly services for IDUs. However, the available literature...

*Level 4  
Heading*

*Primary health care.* The concept of primary health care originated with the Alma Ata Declaration by the World Health Organization (WHO) in 1978. Described as “both a philosophy and a system...”