

Weekly Dose Nested List

When and how do you decide when a nested list should be used?

- Lists can be words, phrases, or sentences.
- A simple list can be used even within a paragraph.
- Single vertical list, be divided into columns, appear with a variety of bullets, or be numbered or lettered.
- A list may be preceded by a heading. [Do not leave a space between a cell-5 heading and a list.]
- Lists are used for a table of contents, timelines, word/vocabulary lists, exercise material, plays, bibliographies, alphabetical references, etc.

Correct Formats for a List:

A *nested list*—a list within a list—has main entries and at least one level of subentries.

REMEMBER All runovers begin two cells to the right of the farthest indented subentry.

One level: 1-3 [Cell 1 Main Entry & Cell 3 Subentry]

Two levels: 1-5, 3-5 [Cell 1 Main Entry & Cells 5, 3-5 Subentry]

Three levels: 1-7, 3-7, 5-7 [Cell 1 Main Entry & Cells 7, 3-7, 5-7 Subentry]

Four levels: 1-9, 3-9, 5-9, 7-9 [Cell 1 Main Entry & Cells 9, 3-9, 5-9, 7-9 Subentry]

etc.

RULE All items within the section with subentries are treated as a nested list, even if some items do not have a subentry.

RULE Nested lists are always transcribed in a single column.

Source: Formats 2016