# 5. Structurally sound

## 5.1 Structure in context

Structure is a key aspect of your work. A clear structure not only aids readability; if published digitally, the way you have structured your work has a major impact on how well your content will display.

## 5.2 Structure and headings

Ensure every chapter uses headings and features consistently. If you are opening chapters with, for example, a mini table of contents, every chapter should employ this feature. The use of headings should be consistent within (and across) chapters; please don't create a different hierarchy of headings in one chapter from the hierarchy employed in others.

### 5.2.1 Structure in practice

The key theme here is consistency—ensure the way you have structured your work is consistent at every level.

- If grouping chapters into 'parts' or 'sections' ensure this is done consistently, that is, if one chapter is grouped into 'parts'/'sections' then you must group them all in this way. (There is further information of the best way to organize chapters and parts in chapter 5.3 – Organizational Structure).

- Chapters should be organized in a logical and consistent way across your work. Do not split some chapters into 'sub-chapters' and others not (see 6.2.1).

#### 5.2.1.1 Further structural points

- If you have included section/part openers etc., they need to 'do' something—e.g. at least provide a contents list of the section/part or a general description of what the section/part covers.
- Size matters—your work may be displayed in other formats on different screens of varying sizes, so think about the impact of large sections of unbroken text, long headings, and large and complex tables. Further information can be found in Chapter 6 which contains detailed information on font, layout and appearance.

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was crossed Then as I read it I did not find myself bible surfing I found that the Book of Revelation was starting to make sense Then I found a translation of the bible that was unique from all the countless others It was translated by a man who understood Hebrew idioms He added emphasis marks to enhance as well as clarify the scriptures When I took that version and incorporated my format of cross referencing I found the scriptures opening right up in my mind It all was so clear that I could not imagine why I had been having so much trouble The bible came alive and actually made sense I became so excited that I just had to make this simple form available to others So here it is Now you can find the scriptures open up for you just as they did for me      Retelling the Torah John E. Harvey,2004-06-01 The Deuteronomistic Historian patterned more than four dozen of his narratives after those in Genesis Numbers The stories that make up Genesis Numbers were indelibly impressed on the Deuteronomistic Historian s mind to such an extent that in Deuteronomy Kings he tells the stories of the nation through the lens of Genesis Numbers John Harvey discusses the eight criteria which may be used as evidence that the given stories in Deuteronomy Kings were based on those in Genesis Numbers Unified accounts in the Deuteronomistic History for instance often share striking parallels with two or more redactional layers of their corresponding accounts in Genesis Numbers showing that the given accounts in the Deuteronomistic History were written after the corresponding accounts in Genesis Numbers had been written Furthermore the Deuteronomistic Historian calls the reader s attention to accounts in Genesis Numbers by explicitly citing and referring to them by using personal names and by drawing thematic and verbal parallels Retelling the Torah the first book to focus on these parallel narratives contains far reaching implications for Hebrew Bible scholarship      *Publishing Fundamentals* Sarah S. O'Keefe,2008-06      **Technical Writing One Hundred One** Alan S. Pringle,Sarah S. O'Keefe,2009 Details the skills you need as a technical writer to create both printed and online content This valuable reference describes the entire development process planning writing visual design editing indexing and production You also get tips on how to write information that is more easily translated into other languages You ll learn about the importance of following templates and about how structured authoring environments based on Extensible Markup Language XML streamline the content development process This updated third edition features new information on the Darwin Information Typing Architecture DITA standard for structured authoring and it explains the impact of Web 2 0 technologies blogs wikis and forums on technical communication      Audio System for Technical Readings T.V. Raman,1998-12-18 This book is based on the author s Ph D thesis which was selected during the 1994 ACM Doctoral Dissertation Competition as one of the two co winning works T V Raman did his Ph D work at Cornell University with Professor Davied Gries as thesis advisor The author presents the computing system ASTER that audio formats electronic documents to produce audio documents ASTER can speak both literary texts and highly technical documents containing complex mathematics presented in LA TEX      Encyclopedia of Ancient Natural Scientists Paul T. Keyser,Georgia L. Irby-Massie,2008-11-19 The Encyclopedia of Ancient Natural Scientists is the first comprehensive English language work to

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