

DECIMAL NUMBERING

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Many documents require a form of numbering for multiple sections, headings, subheadings, etc. In these cases, it is customary and useful to use decimal number.

Decimal numbering works by using conventional Arabic numbers and points to delineate separations.

- 1. (for a main heading)
- 1.1. (for a sub heading)
- 1.2. (for another sub heading)
- 1.3. (for another subheading)
- 2. (for another heading)

And, so forth.

You may see sub headings of sub headings as well.

- 1.
- 1.1.
- 1.2.
- 1.2.1.
- 1.2.1.1.
- 1.2.1.2.
- 1.2.2.
- 1.3.
- 1.4.

The advantage of using numbers rather than letters is the number of variables available. For letters, there are typically only twenty-six headings possible. On the other hand, using numbers can provide you with an infinite number of headings.