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Standard specifications have been established for Transactions text section headings. There are four levels of section headings with established specs: primary (section), secondary (subsect1), tertiary (subsect2), and quaternary (subsect3) heads.

Primary headings (section) are enumerated by Roman numerals, centered above text, and set in 10-pt. and 8-pt. caps. Note that Introduction, Conclusion, and Acknowledgment are Singular heads. Example:

I. INTRODUCTION

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A. *Formal Frameworks*

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A. *Formal Frameworks*

Tertiary headings (subsect2) are enumerated by Arabic numerals followed by parentheses. They are indented one em, run into the text in their sections, italic, upper and lower case, and followed by a colon. Example:

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a) *Communication policies*: Policies developed to improve communication ...

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ACKNOWLEDGMENT (note spelling here)

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