**Section 100.310 Table of Contents**

a) At the beginning of each Part shall be a table of contents which shows the applicable headings for Sections and Subparts, as specified in Section 100.300(c), in numerical order.

1) If the Part has Subparts, the word SUBPART, its label, followed by a colon and the heading of the Subpart shall appear on one line, all in capital letters. The first Subpart and its label and heading shall appear one double-space below the Part heading and shall be centered on the page. Each additional Subpart, label and heading shall appear one double-space below the last Section of the previous Subpart and shall be centered on the page.

2) The Sections shall be listed in numerical order and shall be separated by Subpart (if applicable). The word "Section" shall appear at the left hand margin. Directly under the word "Section" shall be the Section numbers with their appropriate headings to the right of and on the same line as the Section number. The Section numbers and headings shall be single-spaced.

3) Emergency Sections shall be listed with the word "EMERGENCY" under the Section heading until such time that the emergency rulemaking has expired or the proposed rulemaking has been adopted.

4) Supplementary Material

A) Any supplementary material contained in a Part (Illustrations, Appendices, Tables and/or Exhibits) shall be listed, single-spaced, in order with the appropriate word, label and heading. The headings for Sections of supplementary material shall include the Part number and be labeled with a capital letter. Subsections shall be listed under the Section heading excluding the Part number and indented five (5) spaces:

i) If the Part has no Subparts, the list of supplementary material shall begin on the first line below the last Section listed; or

ii) If the Part has Subparts, the list of supplementary material shall begin one double-space below the last Section listed.

B) Any supplementary material contained in a Part must be placed upright on the page, must fit within the margin requirements, and must be legible. All supplementary material must be camera-ready. (See the definition of "Camera-Ready Copy" in Section 100.110 and Section 100.350.)

C) Only the words "Illustration", "Appendix", "Table", or "Exhibit" shall be used for supplementary material in a Part.

b) Examples of correct tables of contents appear in the Style Manual and in adopted rules appearing in the Register.

(Source: Amended at 17 Ill. Reg. 10414, effective July 1, 1993)