

Formatting the Inventory Chapters

1. Intro paragraph saying what the chapter covers
2. Subsection explaining why these topics are relevant.
3. Relationship to Planning Goals
4. Summary of Key points
 - a. This is made of the topic sentences in bullet list format
5. subsections covering the topics
 - a. use level 2 headings for major topics, level 3 and level 4 for subsections (and do not number headings and sub-headings)
 - b. place a topic sentence at the beginning of each section giving the main point of the discussion that follows. Shade these sentences in light gray. If a main point is made elsewhere in a paragraph, highlight it in gray also. Then assemble (copy) them in bullet point format in the Summary section above (#4)
 - c. where it's not obvious put a one-line description of what each table or figure is intended to convey – use unbolded italic text for this
6. Opportunities and Challenges Posed by Existing Conditions
 - a. This is the “take-away” list of bullet points that goes in the final section
 - b. Make sure the wording doesn't sound like recommendations
7. Finally, decide whether any of the material should be placed in an appendix or whether it all belongs in the main body of the inventory.