Adding a New Section Between Existing Sections

As with adding a new title between existing titles, the decimal system also is used when adding a new section between existing sections. Thus, § 3-204.1 is inserted between § 3-204 and § 3-205.

Subdivision of Sections

In General

Use the following order of subdivision within a section:

12-502. Section

(a) Subsection

(1) Paragraph (Item)

(i) Subparagraph (Item)

1. Subsubparagraph (Item)

A. Subsubsubparagraph (Item)

The subdivision of sections is referred to as "tabulation." Using the proper nomenclature is essential to ensure accuracy when drafting cross-references. For example, it could create confusion to refer to "subsection (iv)" or "paragraph (a)" when the correct designations are "**subparagraph** (or item) (iv)" and "**subsection** (a)," respectively.

Note that subdivisions that are not grammatically complete sentences are referred to as "items," regardless of the level of subdivision to which the cross-reference refers. For example, in such a situation, a reference to "(i)" in §12-502(a)(1)(i) would be to "item (i) of this paragraph (or item)," not "subitem (i) of this paragraph (or item)" or "subparagraph (i) of this paragraph (or item)."

Additionally, for a subsubparagraph or item (*e.g.* "1.") or subsubsubparagraph or item (*e.g.* "A."), the period included in the subdivision designation is only included when the subdivision is referenced in a function paragraph and not when the subdivision is cross-referenced in the body.

Also, note that tabulation is intended to enhance clarity; therefore, avoid over tabulation that is hard to follow and is more likely to confuse the reader.