# Section Title (use “Heading 1”)

Paragraph text, including any [links](http://bmc.org) that you may want to use. If you’re unsure of the link at the time of content composition, for example if you want to link to a page that you’re asking us to create, please highlight the text that you’d like to be linked. That will give us a clear flag that we need to add a link during publication, and potentially follow-up with the author.

## Secondary heading on same page (use “Heading 2”)

Paragraph text that begins a subtopic…

### Third heading, as a sub of the secondary heading above (use “Heading 3”)

Nesting of this nature is common and well-established, but not always necessary.

Images can be placed inline in your Word document, such as this:



*For captions, please use italics.*

For any **videos** you’d like us to include, please provide a YouTube URL where you’d like the video to be embedded. If the video is not yet online, please provide a file location, title, and description of the video to populate YouTube. The web team can then upload the video for you.

For any **additional formatting**, such as charts or bulleted/numbered lists, please use the Word tools as normal.

We can also include **other interactive objects**, like pop-up windows, an event calendar, slideshows, icons, and more upon request. For those, a discussion with the web team is the best way to ensure the online element matches what you hope to accomplish with the page.

For any **additional pages**, please separate each with a page break (Insert -> Page Break), like this…

# Second Page Title

The use of page breaks gives us the clearest indication of how you’d like the new content broken up. Add as many pages as you’d like, using page breaks. Our sections are generally composed of at least three pages, and include one more important piece of information (keep scrolling) …

## To clarify

The formatting on the previous page applies to any page you’d like us to build/update.

# Contact Information

We always like to include the following:

Phone:

Physical Address:

Email (if available):

ZocDoc (if available):