



## How to Build A Table of Authorities in Word\*

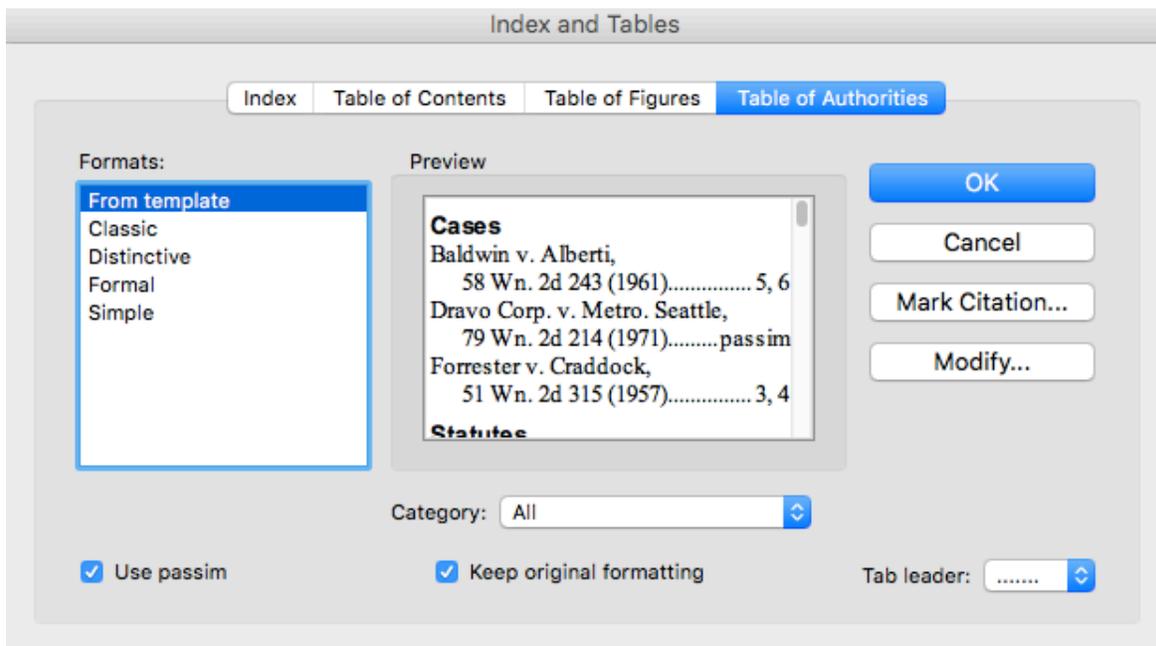
*By: Morgan Otway*

### Overview:

- A Table of Authorities (TOA) is a list of all of the sources cited in a legal document that notes the page numbers on which each source has been cited.
- To create a TOA, you must “mark” each of your citations. Once all citations have been “marked,” Microsoft Word will generate a TOA that organizes the sources by category (e.g. cases, statutes, etc.) and alphabetically within each category.
- **NOTE:** Once you “mark” each citation, Word will add hidden characters to that citation to designate that it has been “marked.” Don’t be alarmed by this! You can toggle this ON and OFF by checking and unchecking the ¶ symbol on the Home tab (located on the left-hand side of the toolbar).

### Instructions:

1. **Locate the first citation** in your document > **highlight** the full citation > go to **Insert > Index and Tables > Table of Authorities.**

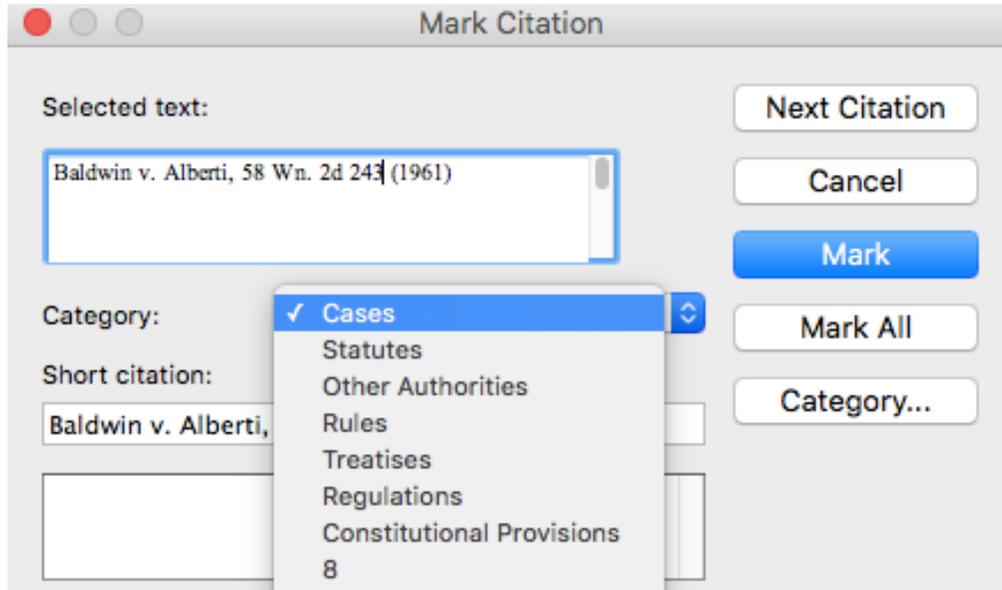


2. Click “**Mark Citation.**”

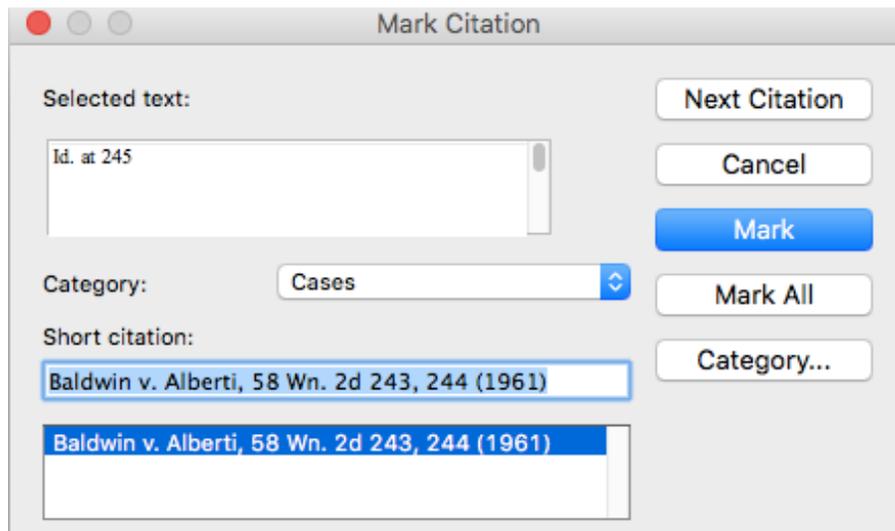
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\* Although differences should be slight, these instructions were based off of Microsoft Word for Mac 2011.

- Once you click Mark Citation, the citation should appear in the “Selected text” box (see diagram on the next page). The way that the citation appears in the Selected text box is how it will appear in the TOA, once it has been generated. Therefore, you **MUST remove the pincite from the citation** in the “Selected text” box in order for the TOA to work properly.
- From the list of categories, **choose the category** that describes the authority you’ve selected (e.g. cases, statutes, etc.).



- Click **“Mark.”**
- TIP:** Once you’ve marked your first citation, avoid using the “Next Citation” button to find the next citation to mark. The “Next Citation” button will pass over any citations that don’t include either a “v.” or “§” symbol, including certain short form citations (e.g. “*Id.* at 5”). Therefore it’s more reliable to manually select each citation yourself and then perform steps 1 through 5 above.
- Short Form Citations:** When you get to your first short-form citation, the process changes slightly. Once you’ve selected the short-form citation, you will click “Mark Citation” (as you did in step 2) and then choose the proper category from the drop-down. However, before you click “Mark,” you must select the authority that the short-form citation refers to from the list of authorities you’ve already marked.



8. Click **“Mark.”**

9. **Generating the TOA:** Once you’ve finished “marking” your citations, the next step is to generate the TOA. To do so, go to the place in your document where you wish to insert the TOA and create a heading that states, “Table of Authorities.” Place your cursor a few spaces below this heading, and go to **Insert > Index and Tables > Table of Authorities, and then click “OK.”**

10. **Formatting the TOA:** If the format of the generated TOA does not match the rest of your document, you can edit the format by going to **Insert > Index and Tables > Table of Authorities > Modify > Modify.**

11. From there you can make changes to either the “TOA Heading,” which refers to the “Table of Authorities” heading itself, or the “Table of Authorities,” which refers to the body of authorities listed.

12. Check the **“Automatically Update”** box > **OK.**

13. **TIP:** Before you submit the document, be sure to update the entire TOA (in case you’ve made any changes) by right clicking anywhere in the table and clicking **“Update Field.”**

## How to Build a Table of Contents in Word\*

### Overview:

- A Table of Contents (TOC) is a list of all of the headings and sub-headings in a legal document that notes the page numbers on which each heading appears.
- To create a TOC, you must mark each of your headings with the appropriate heading style. Once all headings have been “marked” and a TOC has been created, Microsoft Word will generate the contents of the TOC in the proper order.

### Instructions:

1. Manually type “Table of Contents” directly above where you’d like to insert the TOC.
2. Place your cursor where you would like to insert the TOC and go to **Insert > Index and Tables > Table of Contents**. Make sure that “Show page numbers” and “Right align page numbers” are both checked (see the diagram below).
3. If you wish to change the font and font size of the TOC, click “Modify...” Otherwise, click “OK.”

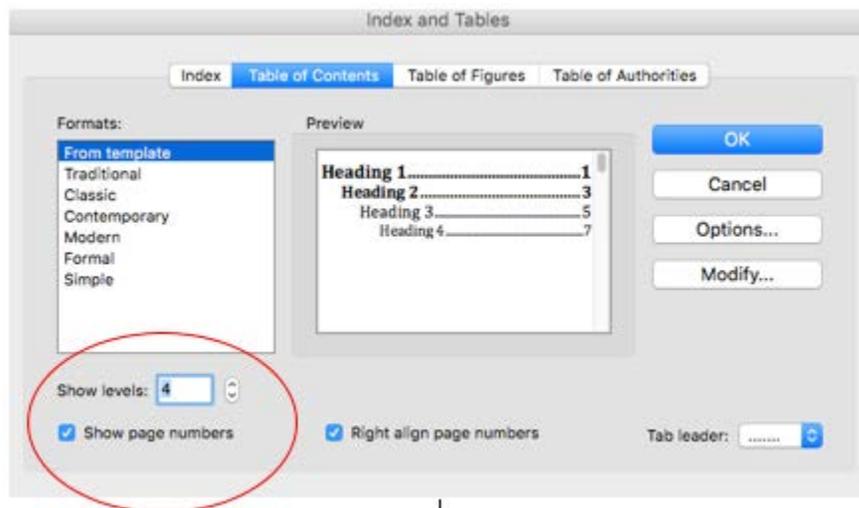


4. **Identify headings:** Now that you’ve told Word where to place the TOC, the next step is to identify the contents of the TOC. To do so, highlight the text of the first major heading you wish to include in your TOC. Once highlighted, navigate to the Home tab, and apply **Heading 1 style** by clicking on Heading 1.



5. For all major headings in the document (e.g. Statement of the Issues, Statement of the Case, Statement of the Facts, Argument, Conclusion), repeat the above process of applying Heading 1.
6. In the same way, apply **Heading 2 style** to all point-headings (e.g. the first section within the Argument section), **Heading 3 style** to all sub-point-headings, and so on. **Note:** Microsoft Word defaults to showing only three levels of headings. If your TOC has more than three levels of headings, you will need to increase the number of levels shown. To do so, go to the TOC tab within Index and Tables.

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<b>Heading 1 Example:</b>	ARGUMENT.....6
<b>Heading 2 Example:</b>	I. THE SECOND CIRCUIT'S DECISION IN <i>AEREO</i> HAS A SUBSTANTIAL IMPACT ON A WIDE ARRAY OF INDUSTRIES. ....6
<b>Heading 3 Example:</b>	A. The Confusion Created by the Second Circuit's Unexplained Loophole for Technologies Like Aereo Threatens to Have Serious, Immediate and Irreparably Harmful Consequences in the Marketplace. ....6
	B. The <i>Aereo</i> Decision Incentivizes Developers to Prioritize the Creation of Sham Technology That Evades the Law, Rather Than Technology That Is Truly Innovative and Best Serves the Public .....13

Once you've finished marking all of your headings with the appropriate style, return to where you've inserted your TOC. Right click anywhere within the table, and click **"Update Field."** Note: The "Update Field" function can be used to update your TOC any time you make changes to the headings themselves, or wish to add new headings to the TOC.



7. **TIP:** Before you submit the document, be sure to update (via “**Update Field**”) the TOC one last time in case you’ve made any changes!