

# TIPS FOR FORMATTING TABLE OF CONTENTS, LIST OF FIGURES AND LIST OF TABLES

(MS WORD 2003)

1. Type major heading, centered all capital letters, match point size (and use of bold) to other major headings. Hit return and space down to where you want to start the table of contents.
2. Change to left justified. Determine where you want your page number column and set a right tab. Tabs are set by clicking on the ruler above the page. (To change the type of tab, click on the box to the left of the ruler above your page).
3. Tab over and type 'Page' above page number column. Hit return key and *double space*\* to next line. (See note at bottom).
4. Type 'ABSTRACT'. Then before typing anything, set a left tab where you want your leader dots to end. Remember to change the tab from right to left. Next, go up to format on top menu line, open and go down to Tabs. You should get a screen that shows you have two tabs set, one a left tab and one a right tab. Highlight the left tab and under the 'Leader' option, highlight the dots. Click ok and you are back with your Table of Contents.
5. Now hit tab. You should get a line of leader dots. Hit tab again and type in 'iii'. This is the first line of the table of contents. Hit return and double space to next line.
6. Type in DEDICATION (or ACKNOWLEDGMENTS, etc.) and tab. This will produce the leader dot line. Then tab again and type the next page number (probably iv or v). Hit return key and double space to next line.
7. Repeat #6 and type in all the preliminary pages in your manuscript.
8. If you are using the Chapter method, type CHAPTER and then hit return and double space down. You will now need to set three additional left tabs: one for the Roman numeral, one for the chapter title and one for the first level subheadings. After setting tabs, tab one and type in I, tab again and type in INTRODUCTION (or chapter title), tab again and the line should fill with leader dots. Tab again and type in 1 for the page number. Hit return key and double space.
9. If there are subheadings in the first chapter, tab three times and type the first subheading. Then tab over and finish the line. Hit return. Remember to single space for all the subheadings, but after the last subheading, double space and type next Roman numeral and chapter title. Continue this until table of contents is complete.
10. Should the table of contents go to two or more pages, you will need to put the word 'Page' over the page number column. If there are any chapter titles on the page, then the word 'CHAPTER' is needed (flush left, same line as 'Page'). If you tab between 'CHAPTER' and 'Page', leader dots will appear. To delete the dots, position your cursor on the dots, go into Tabs under Format and set the leader option to none. (Remember to reset with leader dots to continue the listings).

To set this tab	Click
Left-aligned	↑ <u>    </u>
Centered	↑
Right-aligned	<u>    </u> ↑
Decimal-aligned	↑

\*If you are using the automatic double space feature or the automatic Table of Contents feature of Word, the spacing will be different than if you manually single or double space the page. Go to 'Format' and then select 'Paragraph'. Under the single space setting set the points after and before to 0. You may need to highlight all the text in the table of contents to fix all the spacing, including both single and double.