

# TAMIU THESIS/DISSERTATION GUIDE TO FORMATTING THE TABLE OF CONTENTS

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# PURPOSE

This guide will walk you through the process of properly formatting your Table of Contents for your TAMU Thesis or Dissertation.

There are essentially **two methods** of developing your Table of Contents:

Method 1: Using **Automatic** headings and the built-in features that are available with Microsoft Word and similar word processing software.

Method 2: **By hand**, carefully keeping track of where each major division, section, and subsection in your Thesis/Dissertation is present.

**Method 1 is generally preferred**, especially because a thesis or dissertation is a process work—it undergoes multiple revisions before it can be published by the Office of Graduate Studies.

# FONTS AND TEXT-SIZE FIRST

Using the Automatic features of your word processor to make your Table of Contents can be convenient, but it can sometimes cause fonts to change, sizes to increase, or texts to change colors.

- The text in the thesis or dissertation must be clear and uniform throughout (Manual p. 12). **The font, its size, and its color should generally be the same for all text throughout your work** (except for within Tables, Figures, Appendix items, or equations).
- Font size should be between 10 and 12 points in size.
- The only **exception** is for preliminary page headings and chapter headings, which may be up to size 14 font.
- A variety of fonts may be used as long as they are legible except for: Old English, Script, Xerox 1200, Optical Character Reader, CRT Display Boldface, and APL Medium

# TABLE OF CONTENTS AUTOMATIC

The screenshot shows the Microsoft Word interface with the **References** tab selected. The **Table of Contents** group in the ribbon is active, displaying a gallery of options. The gallery includes:

- Built-In**
  - Automatic Table 1**: A preview showing a table with three heading levels (Heading 1, Heading 2, Heading 3) and their corresponding page numbers.
  - Automatic Table 2**: A preview showing a table with three heading levels (Heading 1, Heading 2, Heading 3) and their corresponding page numbers.
  - Manual Table**: A preview showing a table with three heading levels (Type chapter title (level 1), Type chapter title (level 2), Type chapter title (level 3)) and their corresponding page numbers.
- More Tables of Contents from Office.com**: A link to explore additional templates.
- Custom Table of Contents...**: An option to create a custom table.
- Remove Table of Contents**: An option to delete the current table.
- Save Selection to Table of Contents Gallery...**: An option to save the current selection to the gallery.

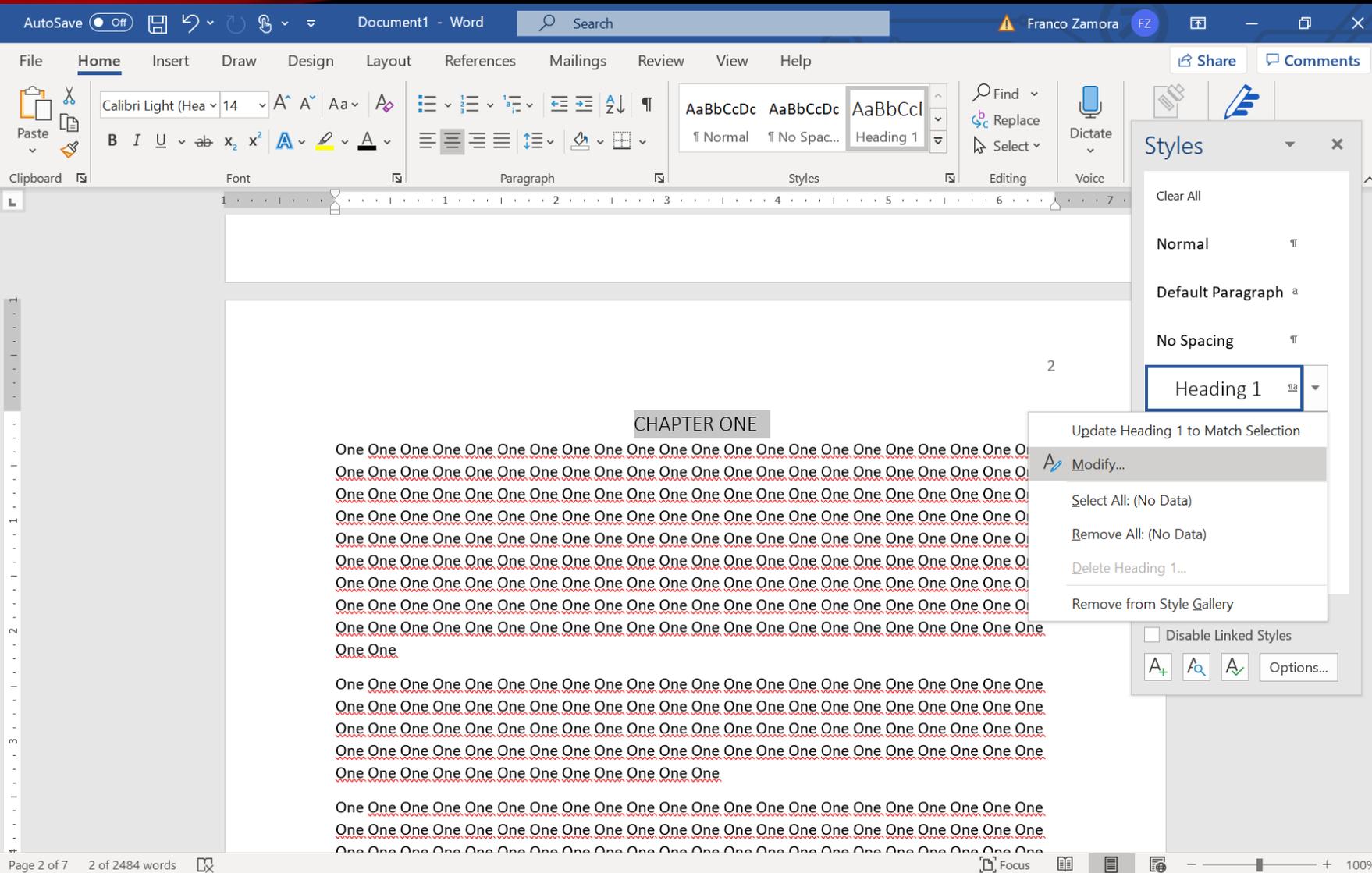
A tooltip for **Automatic Table 1** is visible, stating: "Automatic table contents (labeled 'Contents') that includes all text formatted with the Heading 1-3 styles".

The background document shows a page with a heading level 1 and a page number 1.

The function to insert the Table of Contents is located in the **References** tab in Microsoft Word.

If you are inserting the ToC for the first time without **first placing headings**, the Table will be blank.

# ADDING CUSTOMIZED HEADINGS



In the **Home** tab in Word, **Headings** can be applied. These can be added to existing headings so that Word will recognize these lines as proper sections that can automatically be added to the ToC.

The default style for the Heading 1 can and should be **modified** to match with the rest of your thesis text to conform with the manual.

Different levels of headings can be added using this method. **Note: Only Chapter/Section titles and 1<sup>st</sup> order subheadings should be included in the Table of Contents.**

# UPDATING THE TABLE OF CONTENTS

Once headings and subheadings have been established, the Table of Contents will need to be **updated** each time pages or headings shift in the document.

The major advantage of this method is that even if major revisions occur in the document, as long as the headings remain in place, the ToC can automatically track what page that heading lies on.

The screenshot shows the Microsoft Word interface with the 'Update Table of Contents' dialog box open. The dialog box contains the following text: 'Word is updating the table of contents. Select one of the following options:'. There are two radio button options: 'Update page numbers only' and 'Update entire table'. The 'Update entire table' option is selected. The background document shows a Table of Contents with the following entries: 'TABLE OF CONTENTS..... 1', 'CHAPTER ONE ..... 2', 'Subheading One..... 4', 'CHAPTER TWO ..... 5', and 'CHAPTER THREE ..... 6'. The status bar at the bottom of the window indicates 'Page 1 of 7' and '2484 words'.

# TABLE OF CONTENTS BY HAND

- For consistent leader dots and margins, we recommend consulting this guide:
- <https://support.office.com/en-us/article/show-dots-or-leaders-between-tabs-c80b62d0-2244-4078-95bd-8c82f91440ba>

# SEE THESIS GUIDE 1

- For guidelines and examples of the Table of Contents as they are used by the TAMIU Thesis and Dissertation manual, please consult our official Thesis Guide 1, found on the Writing Consultant page.

<https://www.tamiau.edu/cees/arc/pages/consultation.shtml>

- Need help or want to make a suggestion?
- Contact us at [writingconsultant@tamiau.edu](mailto:writingconsultant@tamiau.edu)