



TABLE OF CONTENTS AND TABLE OF AUTHORITIES

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Writing Center Teaching Fellow

Topics we will cover

- Table of Contents
 - Headings and Styles- the secret to success
 - Formatting
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 - Marking your authorities
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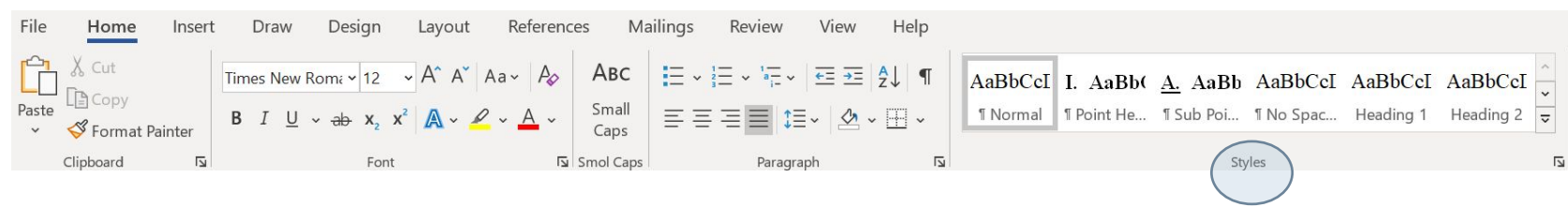
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Creating the Table

- Heading 1
- Heading 2



How to change Headings

Look under the "Styles" tab on the home page in word.

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STATEMENT OF THE CASE

Procedural Disposition

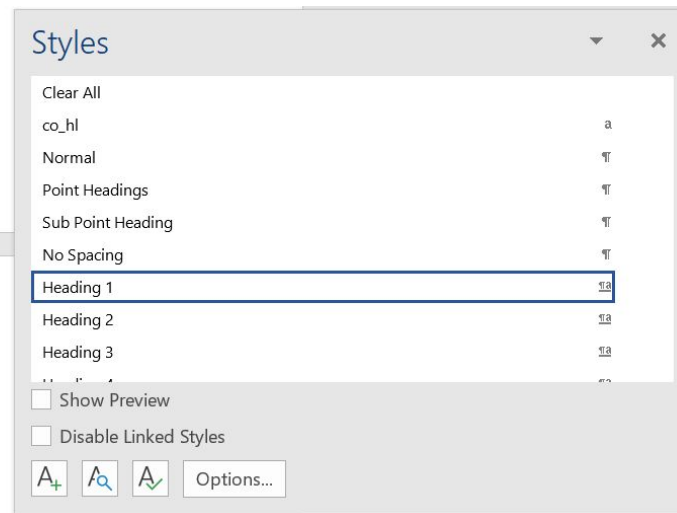


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Headings from the same "level"

Content that belongs together thematically stays on the same level.

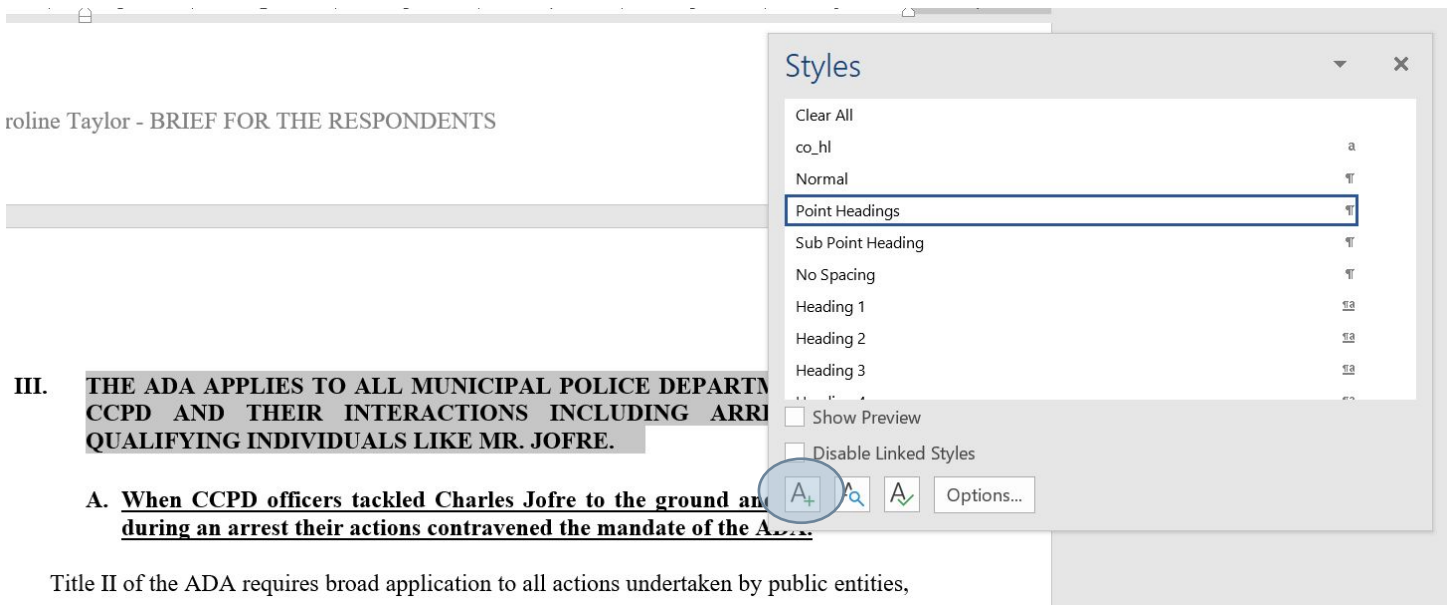
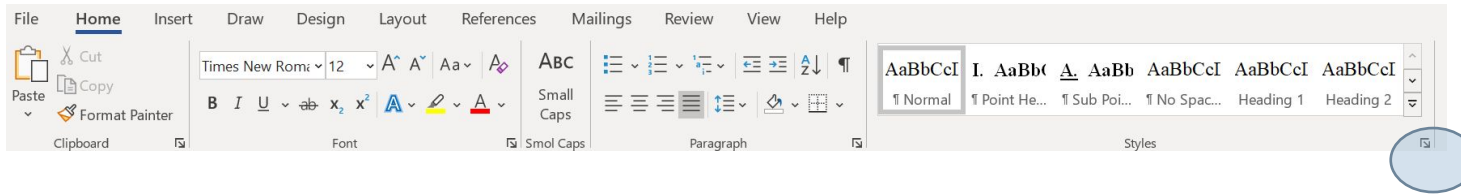


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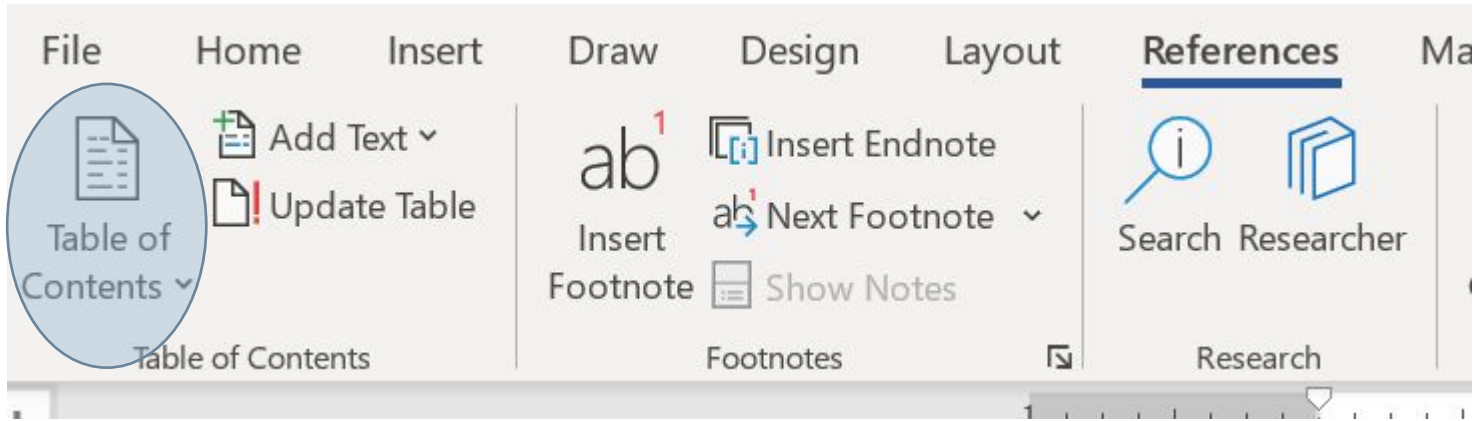
Nesting your Headings

For each of the next "headings," select the level you want.



Creating New Styles

You can also choose to create new styles of headings



Creating the Table

Under the References tab, the table of contents will be the first option

File Home Insert Draw Design Layout **References**

Table of Contents Add Text Update Table Insert Footnote Insert Endnote Next Footnote Show Notes Search Researcher

Built-In

Automatic Table 1

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Automatic Table 2

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Manual Table

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Creating the Table

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You can also create a custom table

It won't be perfect- that's ok!
 That's what formatting is for

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Drop in your Table of Contents

Word will drop in your table of contents wherever your cursor is on the page.

If you move a section or write more, you can update the table.

But CAUTION: if you have already formatted the table, you will have to re-do some of that formatting



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Table of Authorities— putting weight behind your arguments

- Cases
- Statutes
- Regulations
- Other Authorities
 - All the stuff that doesn’t fit other places!

Table of Authorities

- Complete it at the end of your brief!
 - Otherwise, you might:
 - Forget to mark a citation
 - Forget to delete a pincite
 - Forget to update the table
 - Need to change the whole citation because a long cite changes to a short cite ... or *Id.*
- It is a pain
 - Welcome to being a lawyer

the Americans with Disabilities

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Mark Citation

Selected text:
42 U.S.C. § 12132

Category: Cases

Short citation:
42 U.S.C. § 12132

42 U.S.C. § 12101(b)
42 U.S.C. § 12102
42 U.S.C. § 12131(2)
42 U.S.C. § 12132

Long citation:

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Marking Citations

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3. This will appear!

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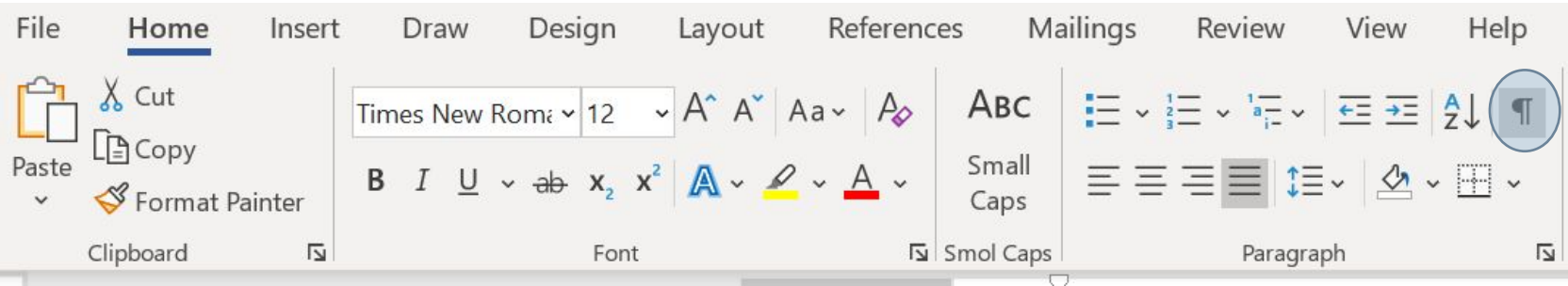
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42 U.S.C. §
42 U.S.C. § 12131(2)
42 U.S.C. §12132

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4. Select the correct category for your authority.



of his or her disability. *Bowers v. Nat'l Collegiate Athletic Ass'n*, 118 F.Supp.2d 494, 511 (D.N.J. 2000). [TA] "*Bowers v. Nat'l Collegiate Athletic Ass'n*, 118 F.Supp.2d 494, 511 (D. New Jersey, Caroline Taylor - BRIEF FOR THE RESPONDENTS

How to properly mark your citations

This is how your citation will appear in the Table of Authorities

This is where you can delete the pincite (and preceding comma!)

2000)"\s"*Bowers v. Nat'l Collegiate Athletic Ass'n*, 118 F.Supp.2d 494, 511 (D. New Jersey, 2000)"\c 1 (emphasis added). Individuals covered by Title II's mandate may be qualified as

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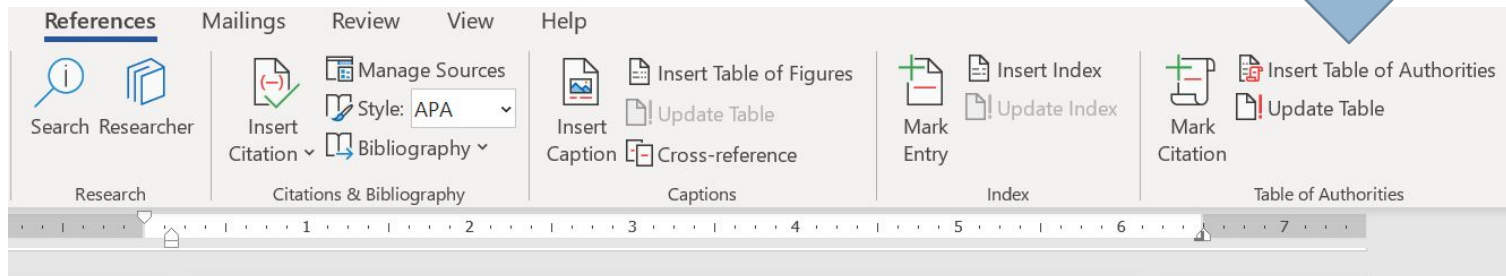
How to properly mark your citations

This is how your citation will appear in the Table of Authorities

This is where you can delete the pincite (and preceding comma!)

This is how it will look afterwards

(ignore the \s citation)



Inserting the Table of Authorities

Move your cursor to where you would like the Table of Authorities

Under the References tab, select "Insert Table of Authorities"

Make sure to select "all" categories

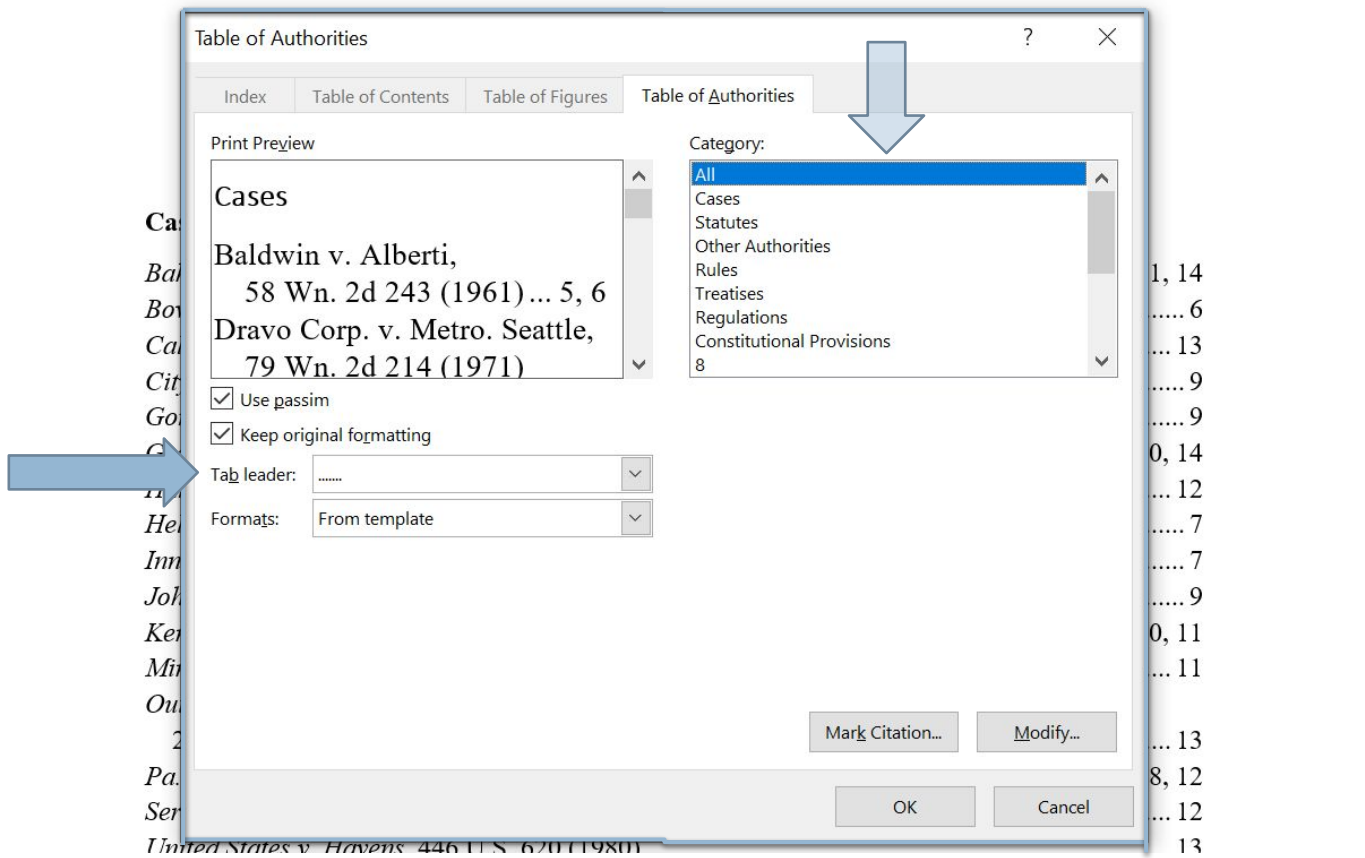


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Once you are
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Just remember that if you
format the table and then make
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