

Table of Contents and Heading styles Tutorial

This guide provides step-by-step instructions for applying and modifying heading styles in Microsoft Word, as well as creating and customizing a table of contents.

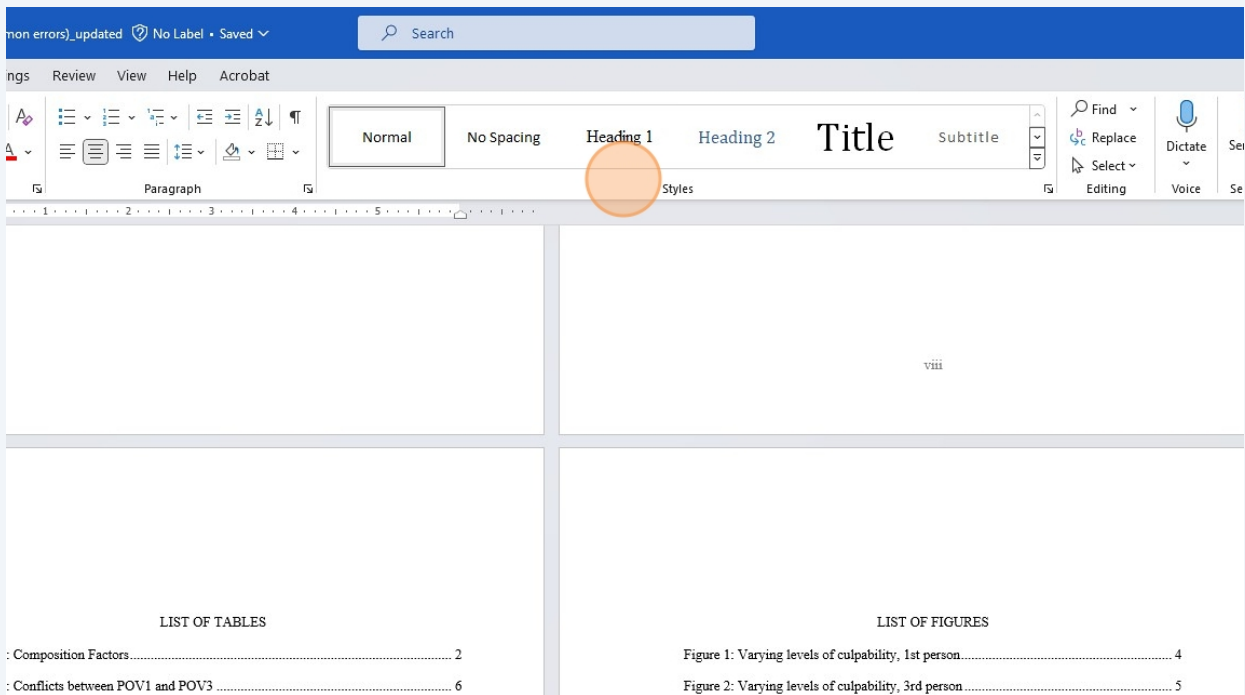


Before you can add the table of contents you need to properly label each heading/sub heading throughout your document to display in the table of contents.

1

In the home ribbon you will see the styles for each of the headings.

Chapter titles should use Heading 1. Sub headers should use Heading 2, 3, etc.



-  Read the guidelines for Heading styles.

Headings

There should be consistency of heading styles throughout the manuscript. The format of all major headings (preliminary page titles, chapter titles, appendix, bibliography) should be consistent with the thesis/dissertation title style. This title style is always centered and may use either all caps or first-letter caps, bold or non-bold, **provided the chosen title style is applied consistently for all major headings**.

The “SMALL CAPS” style is not acceptable.

The font type and size of all titles and headings must be consistent with the manuscript font type and size (see [Font](#)).

Heading styles within chapters (levels 2-5 headings) are determined by the style manual.



You will only use the Heading style in the preliminary pages for the List of Tables, Figures, or Equations. You only want entries that appear AFTER the table of contents to show in the table of contents. You should use the heading styles throughout your manuscript body.

2

You will start using the Level 1 (Heading 1) style starting with your List of Tables/Figures (if you have them) if not, start with your first chapter.

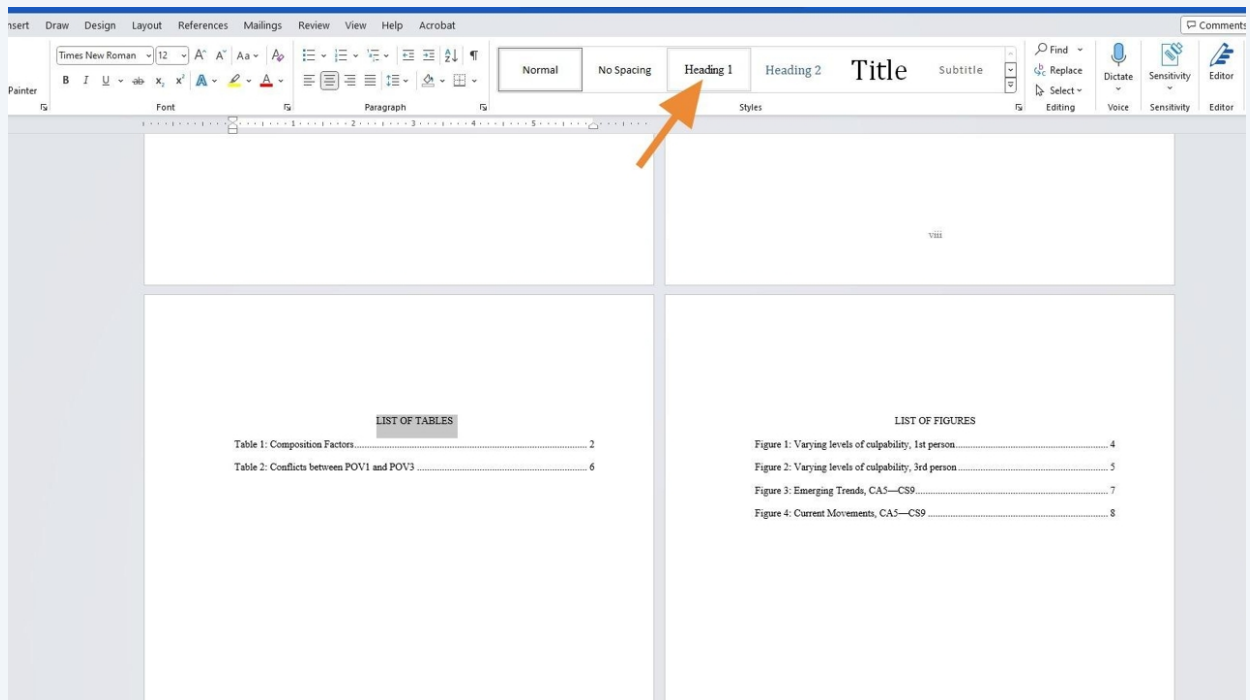
Highlight the text that you wish to select as your heading, so we will highlight 'LIST OF TABLES'



LIST OF TABLES

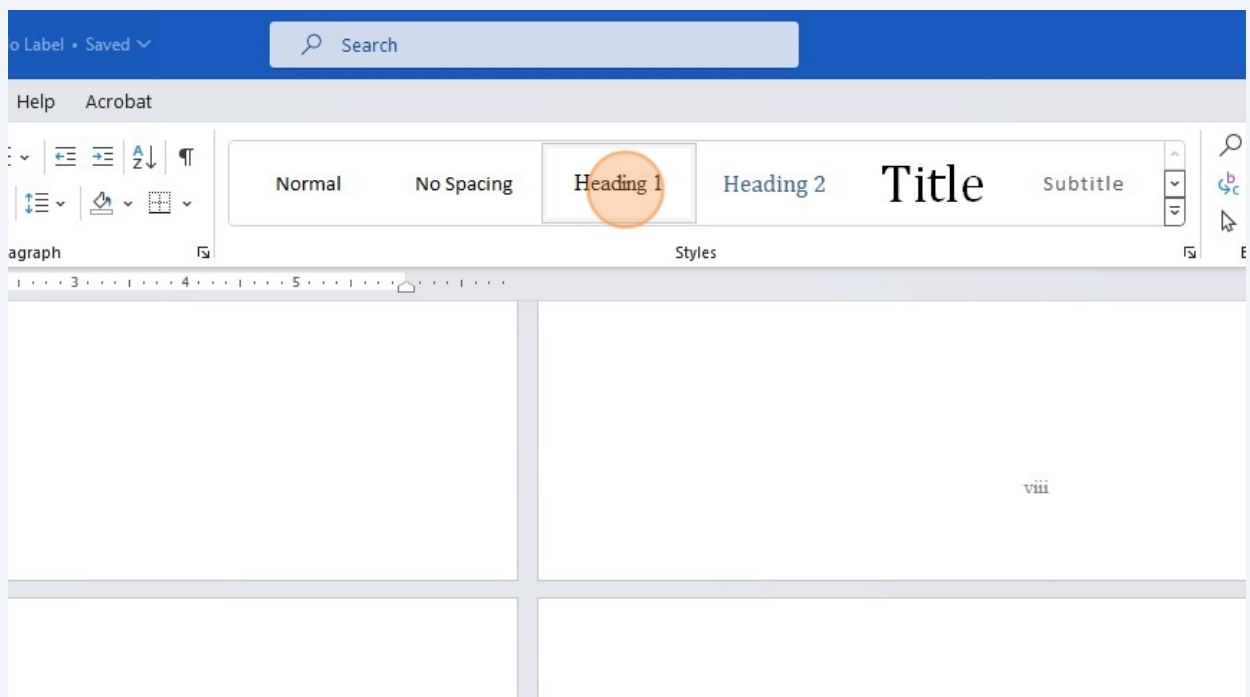
Table 1: Composition Factors.....	2
Table 2: Conflicts between POV1 and POV3	6

3 Click "Heading 1"

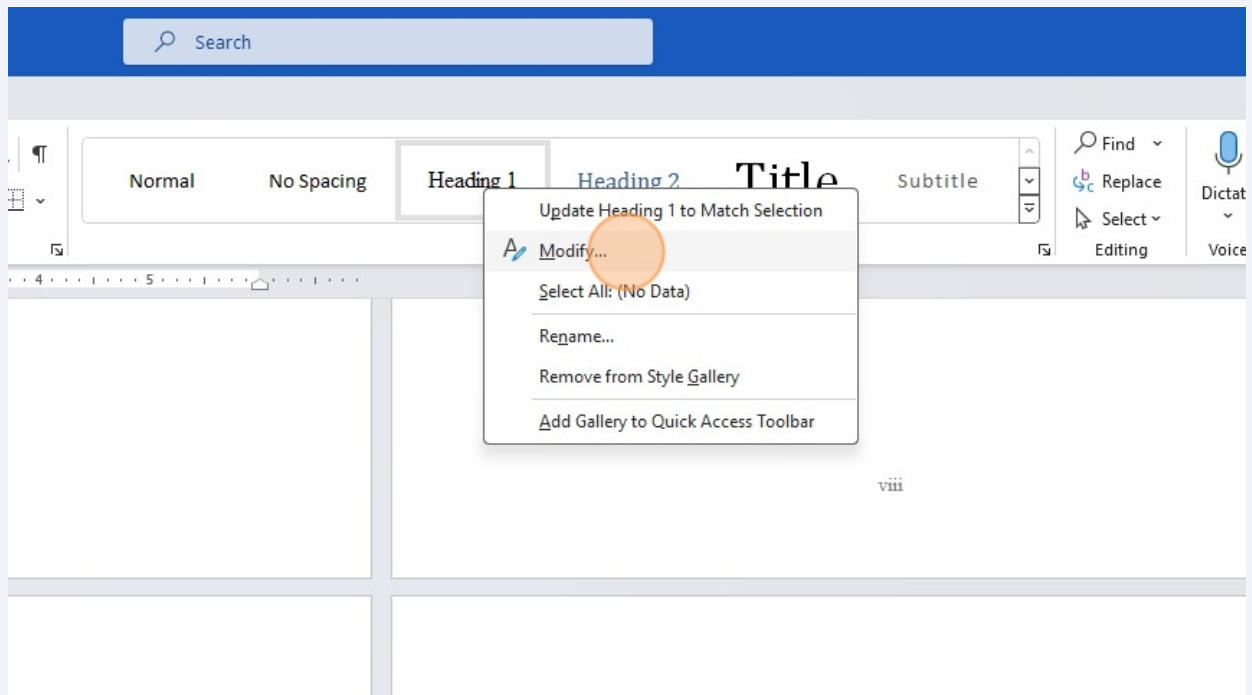


4 We will need to modify the Heading 1 style to match our heading style.

Right click "Heading 1"

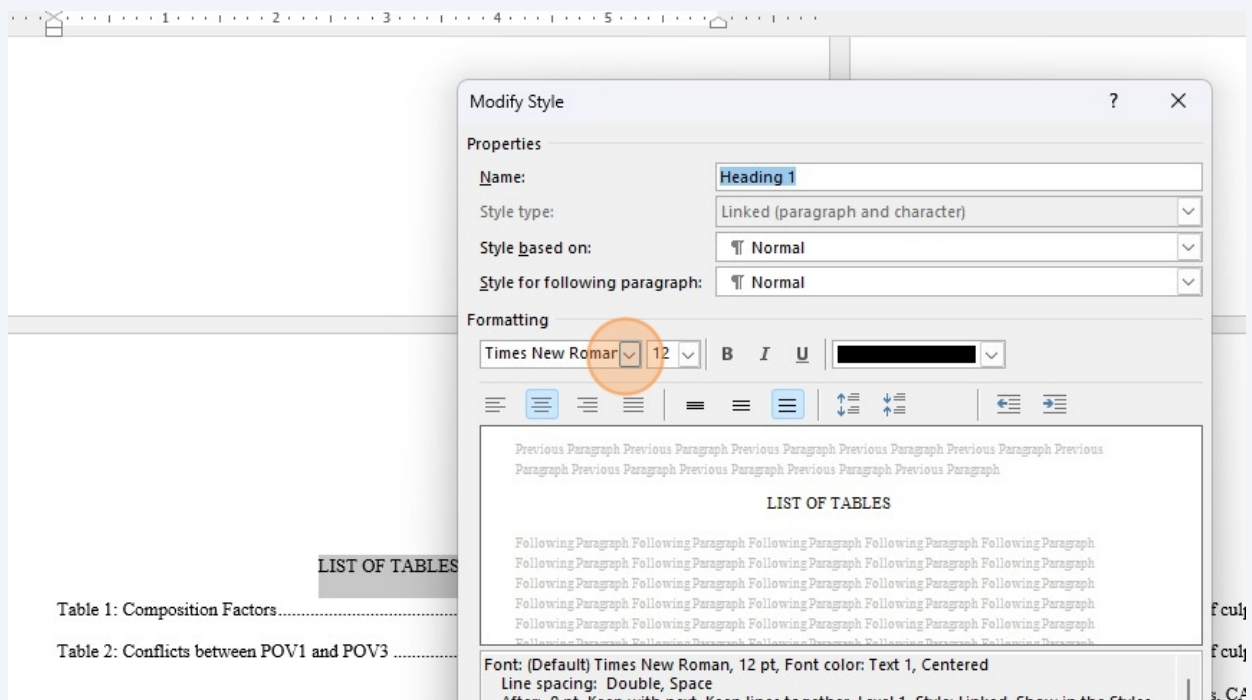


5 Click "Modify..."



6 Choose the font you are using for your Chapter Headers/Preliminary page headers.

We will use Times New Roman, 12pt font, and use uppercase text.

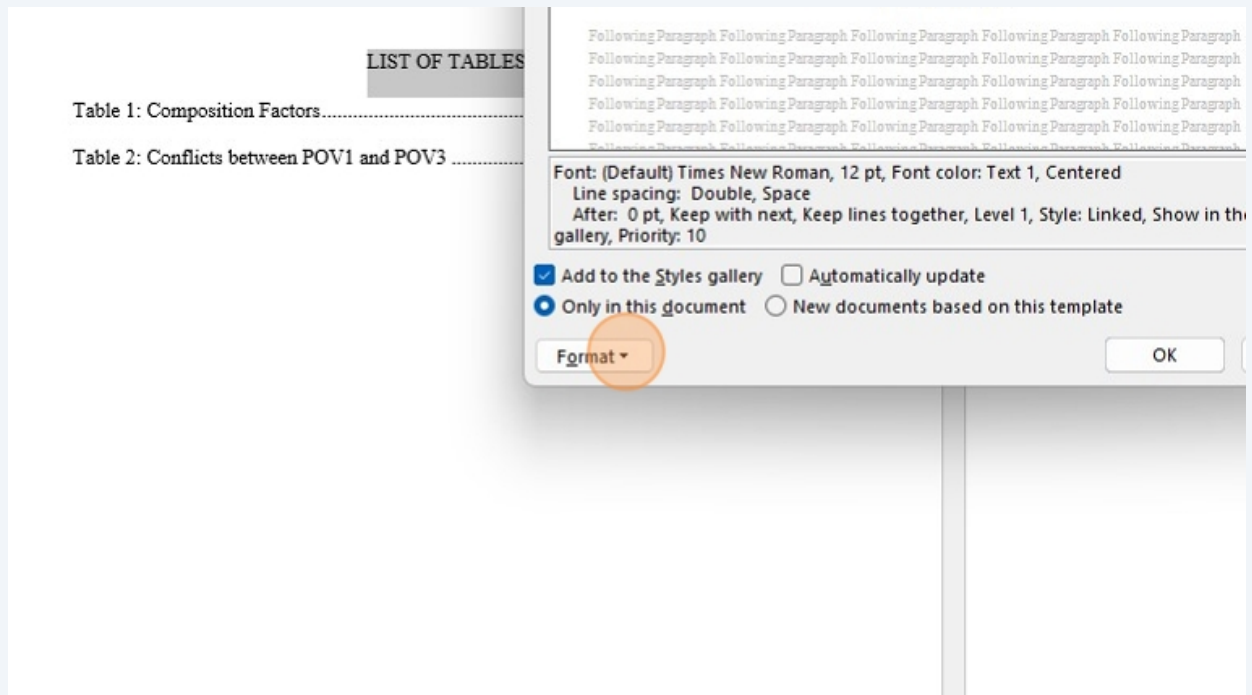




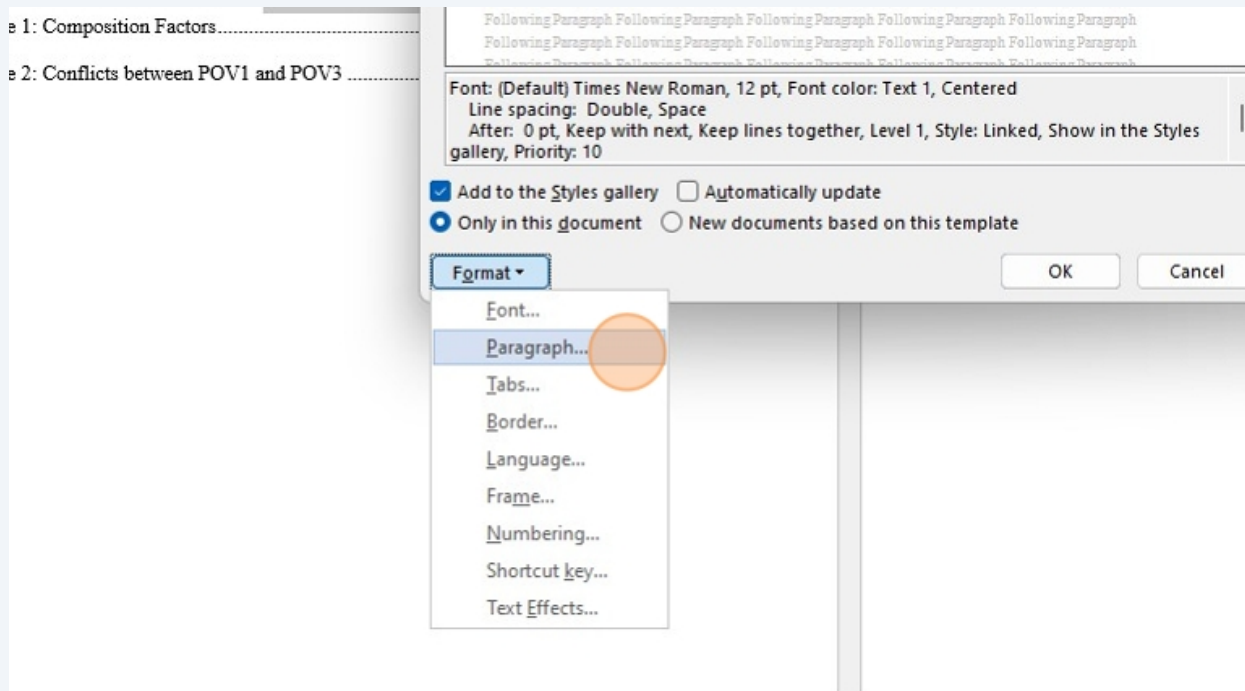
We want to ensure that there is no before/after spacing and that the headers are set to double spacing

7 While the 'Modify Style' window is open.

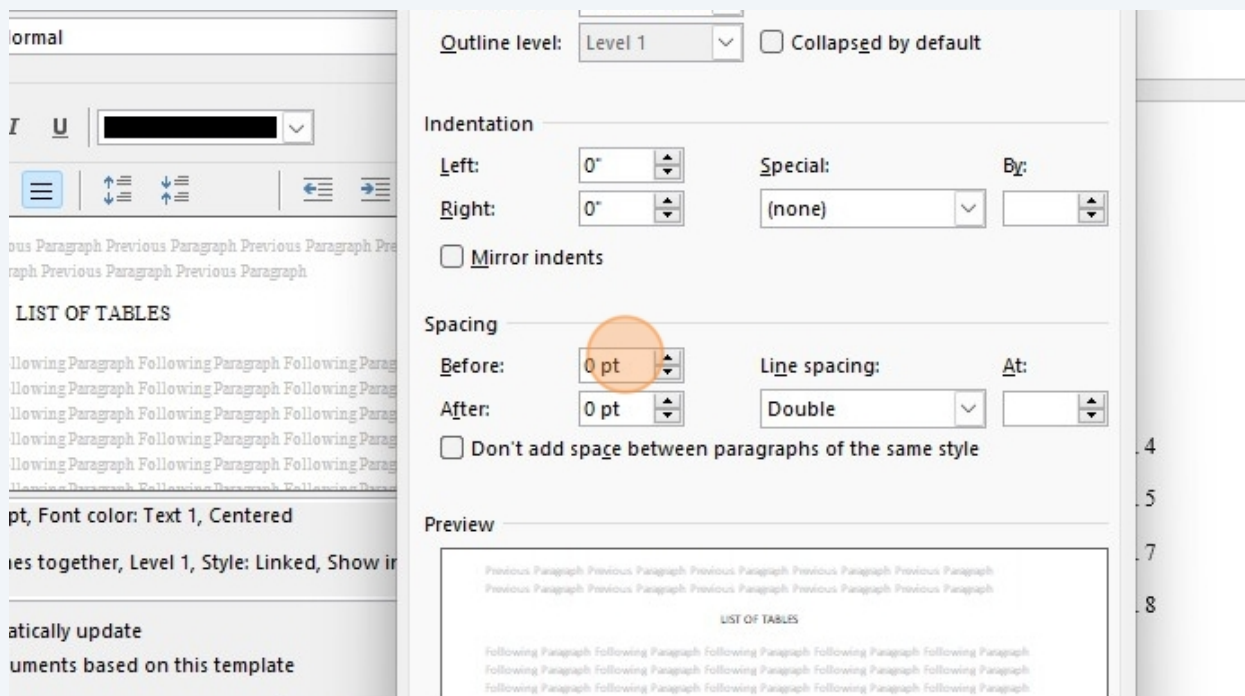
Click "Format"



8 Click "Paragraph..."



- 9 Ensure the Before/After spacing is set to 0, and that the Line spacing is set to double.





Since you should have modified the 'Heading 1' style earlier, you will not need to do that step again, it will automatically format the chapter titles as you previously set.

12

Now, you will continue through your text and apply the 'Heading 1' style to all chapter titles, appendix (if applicable), and references.

viii	
LIST OF FIGURES	
Figure 1: Varying levels of culpability, 1st person.....	4
Figure 2: Varying levels of culpability, 3rd person.....	5
Figure 3: Emerging Trends, CA5—CS9.....	7
Figure 4: Current Movements, CA5—CS9	8



Next, we will go to the first sub header in the document. Remember, formatting of sub headers is determined by the style manual you are using (APA, MLA, etc.)

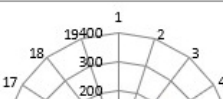
13 Highlight the sub header.

Word ribbon: Font, Paragraph

CHAPTER III: CONCLUSION

Global Movements

In "Seeing is Understanding: Improving Coherence in Students' Writing," Lee values conveyance of meaning over grammar in writing but places more focus on the organization of ideas. The main weakness Lee perceives in ELL writing is paragraph planning. He writes, "Novice writers do not have the propensity to plan paragraphs or essays as a whole formally or informally" (Lee 1).



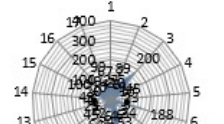
14 Click "Heading 2"

Word ribbon: Styles

Normal No Spacing Heading 1 **Heading 2** Title Subtitle

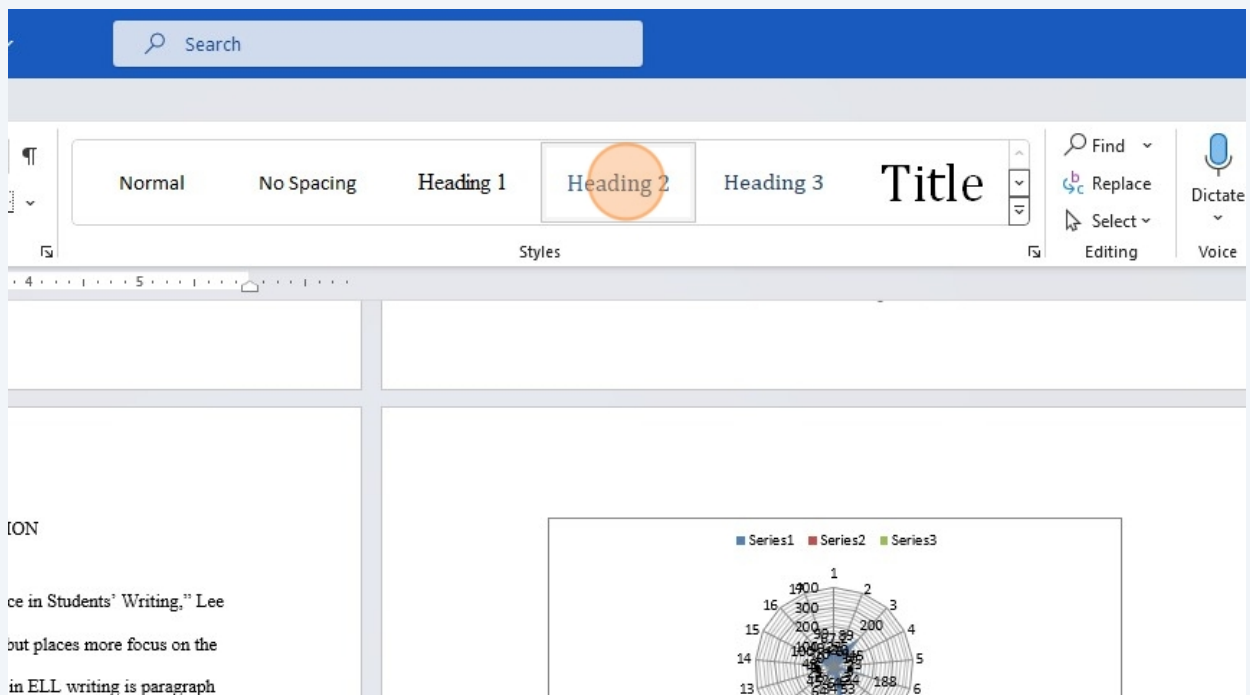
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ce in Students' Writing," Lee but places more focus on the in ELL writing is paragraph

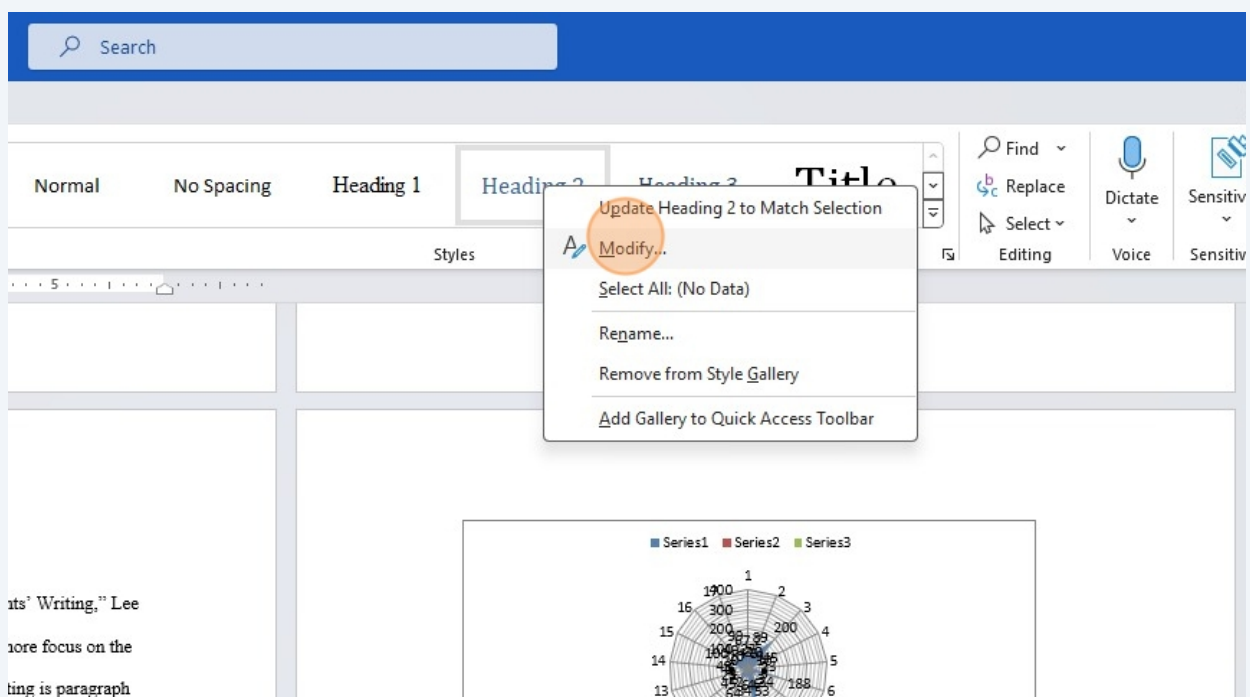


15 Right click "Heading 2"

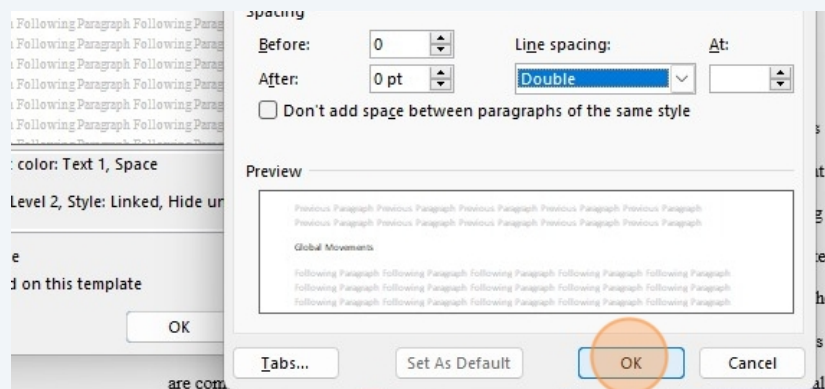
We will need to modify the Heading 2 style to match the style we are using for our manuscript. We will be using Times New Roman, 12pt, bold, and left aligned.



16 Click "Modify..."



19 Click "OK"

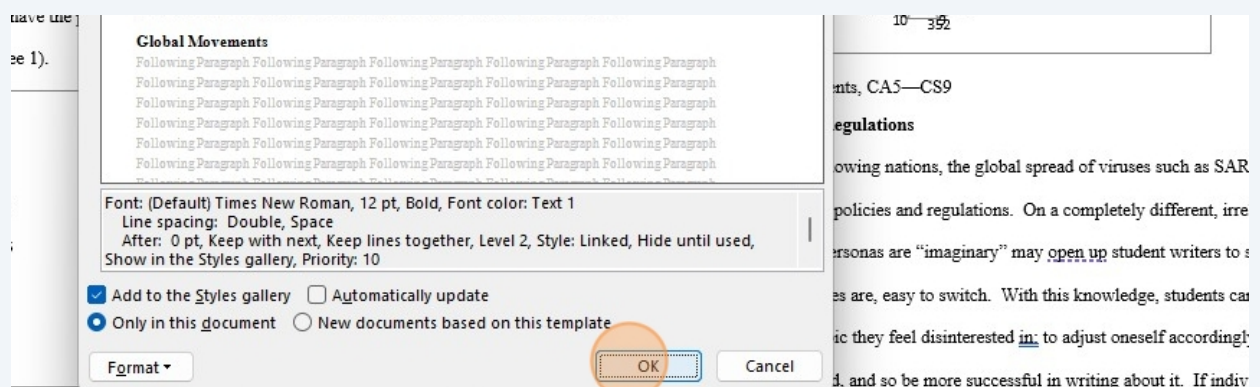


contains a storehouse of identities that can be utilized and accentuated as needed.

Representations in Common Literature

Lee proposes a "tree diagram" exercise to assist ELLs with 'seeing' the spatial relationships between ideas in a paragraph. The different paragraph components are defined as follows: "Thesis statement (topic + controlling idea 1 + controlling idea 2 + controlling idea 3); topic sentence (topic + controlling idea); coordinate (explains the controlling idea); and subordinate (examples of controlling idea)" (Lee 2). The tree

20 Click "OK"



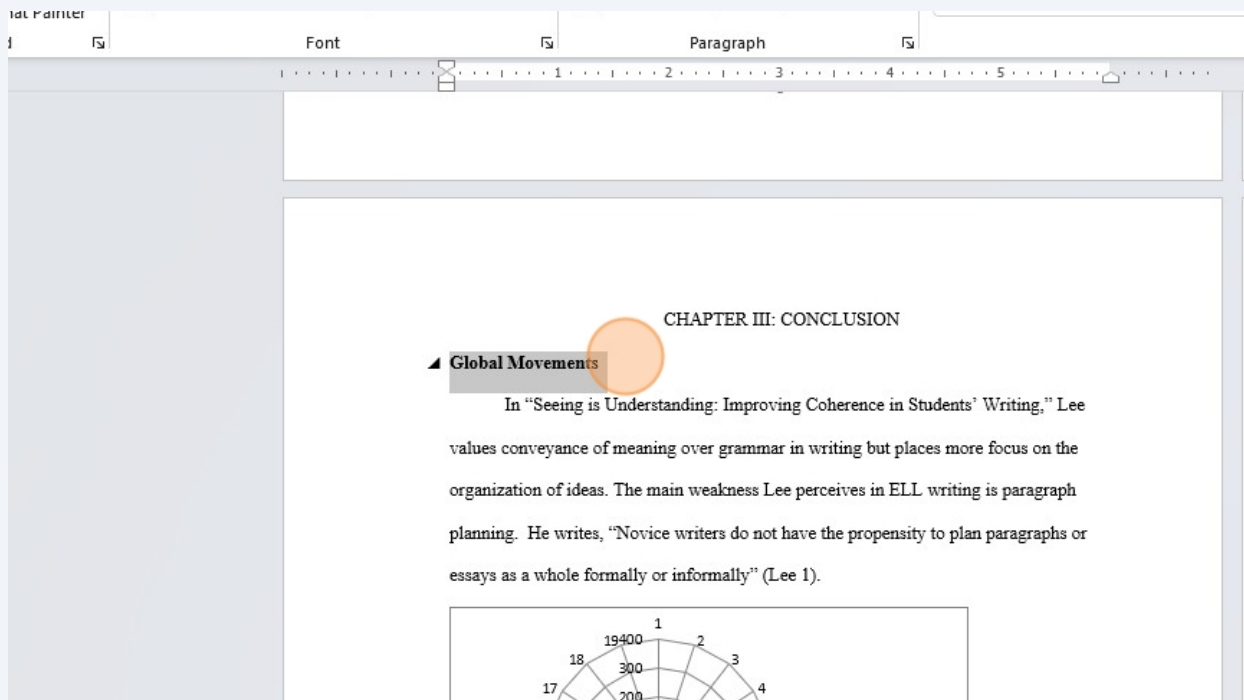
scholars Sommers, J.C. Richards, and that students take a "thesaurus philosophy of yes at surface level" (Lee 1). He provides organization of ideas.

are composed of "excess-ive" lives that reflect society (Welch 216), then each indi contains a storehouse of identities that can be utilized and accentuated as needed.

Representations in Common Literature

Lee proposes a "tree diagram" exercise to assist ELLs with 'seeing' the spa relationships between ideas in a paragraph. The different paragraph components a defined as follows: "Thesis statement (topic + controlling idea 1 + controlling ide controlling idea 3); topic sentence (topic + controlling idea); coordinate (explains t

21 Continue through your manuscript and apply the sub heading style appropriately.



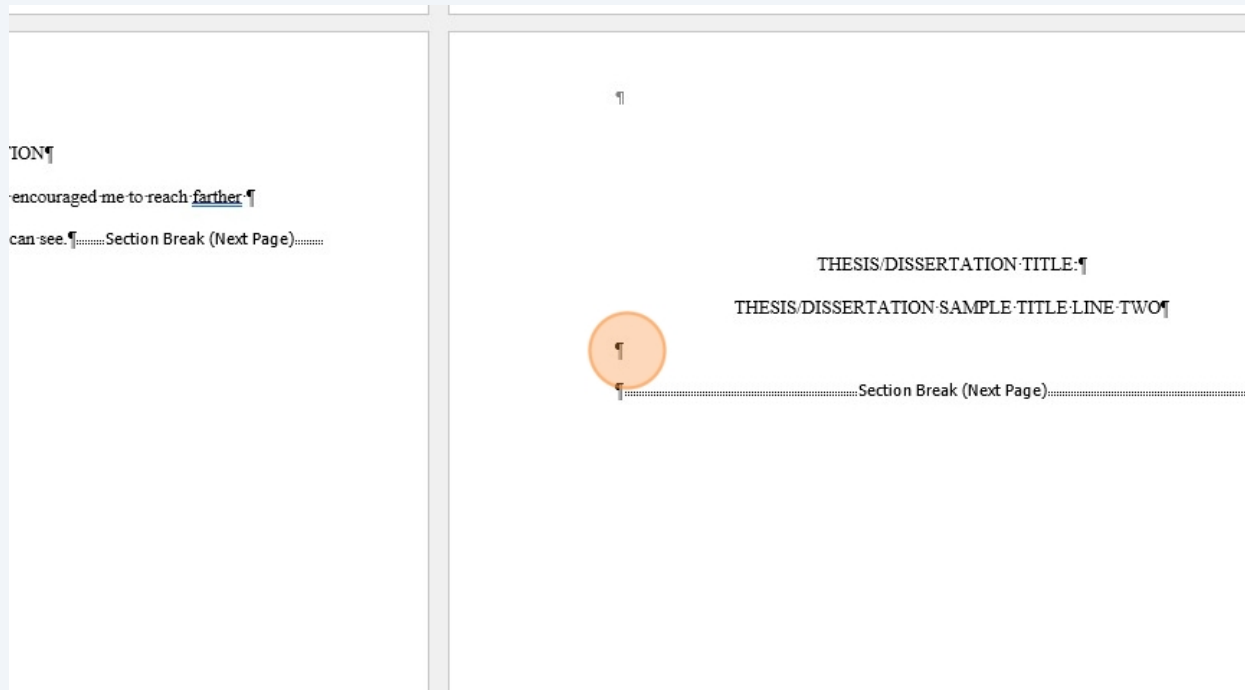
i If you have a third, fourth, or fifth level headings, just follow the steps above on their respective Heading styles in word to properly label them.



How to add the Table of Contents

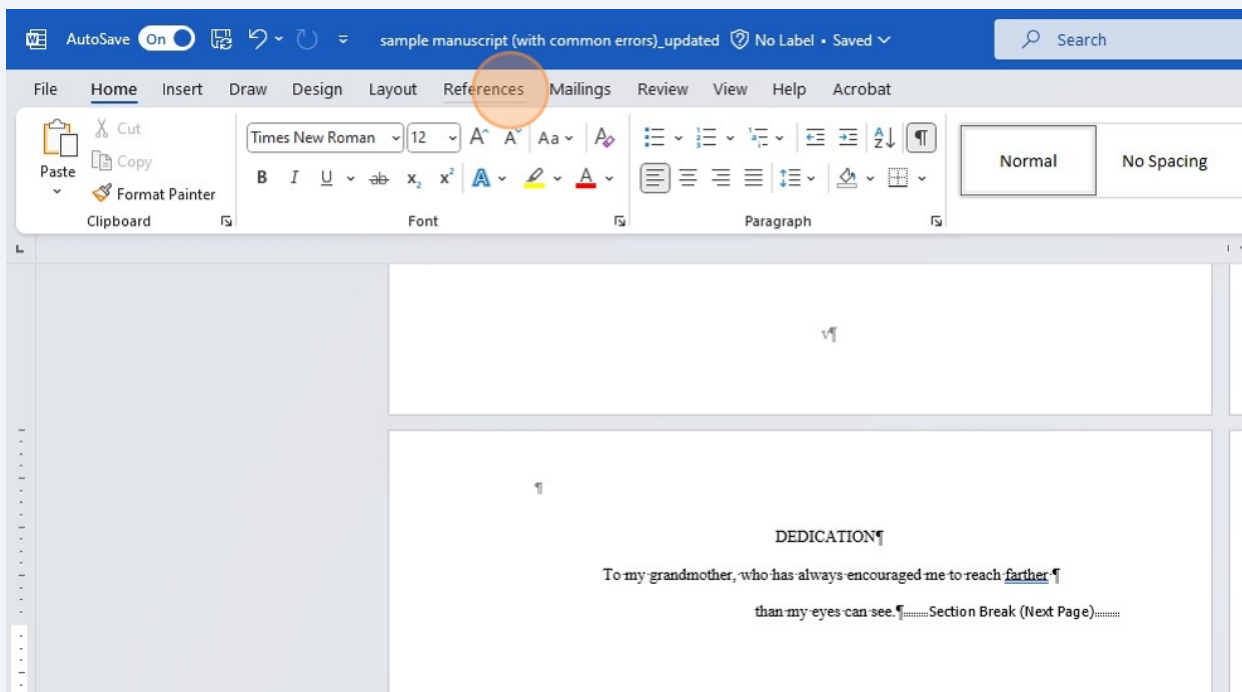
22

Navigate to the Table of Contents page in your manuscript. If you had any manually typed table of contents you should delete it. Place your cursor under the title and continue to the next step.

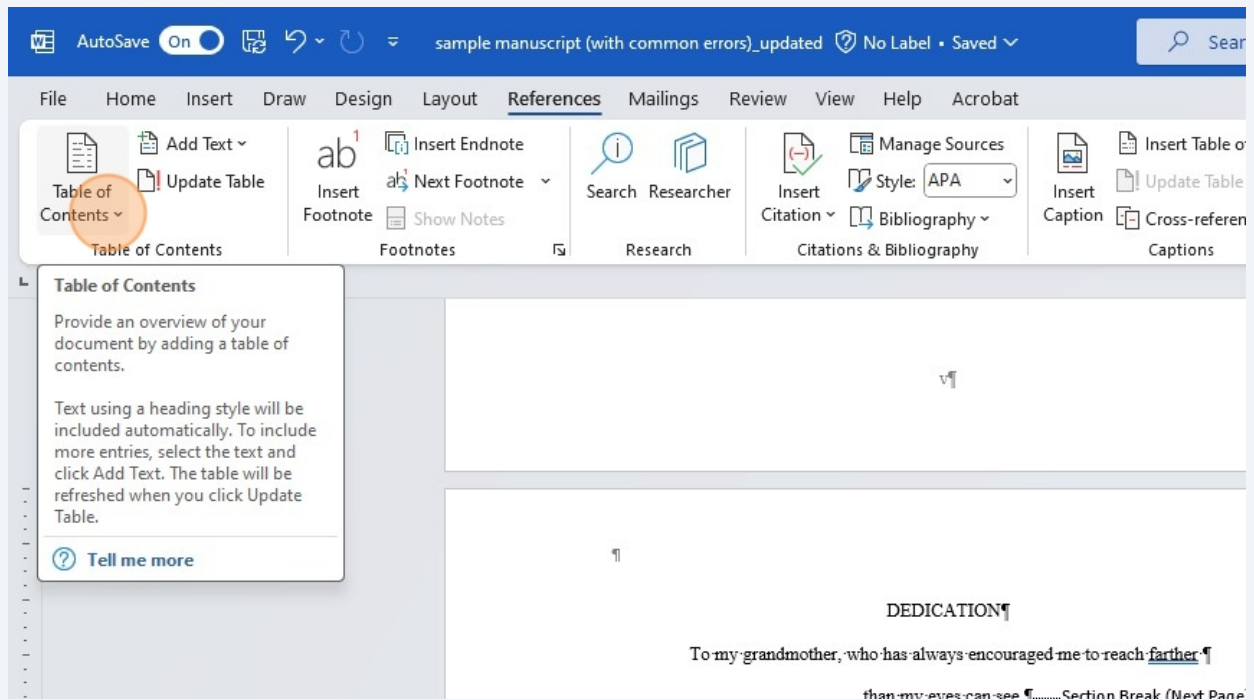


23

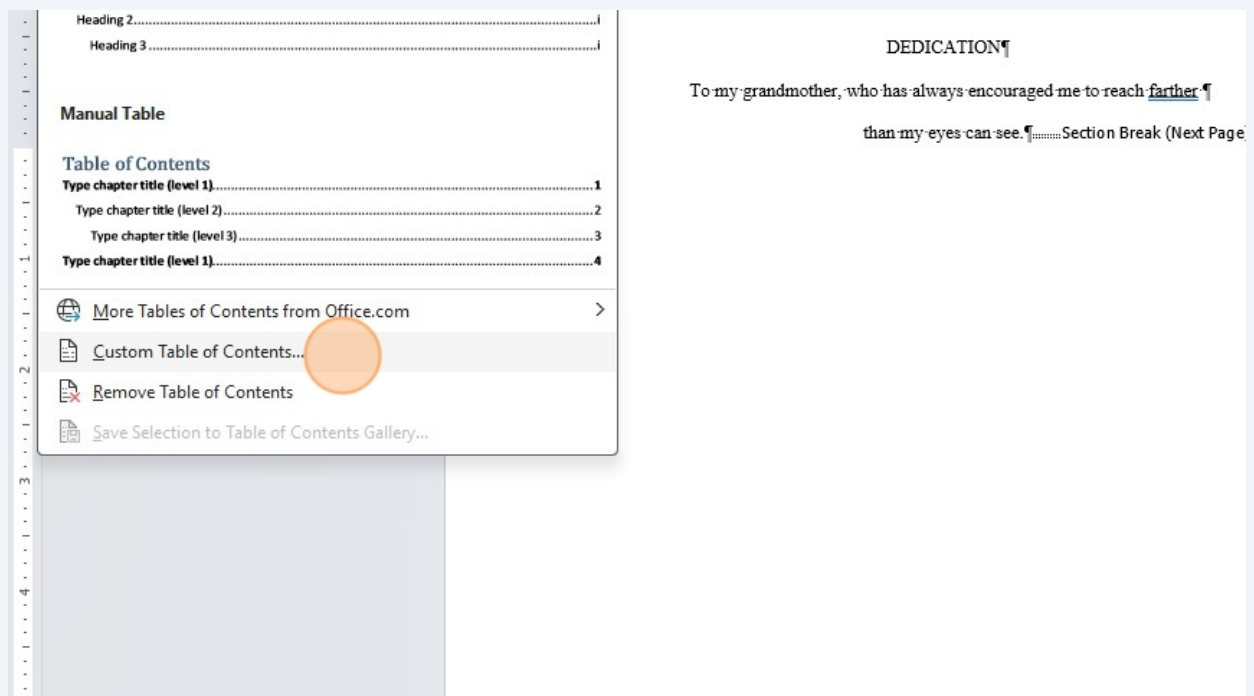
Click "References"



24 Click "Table of Contents"

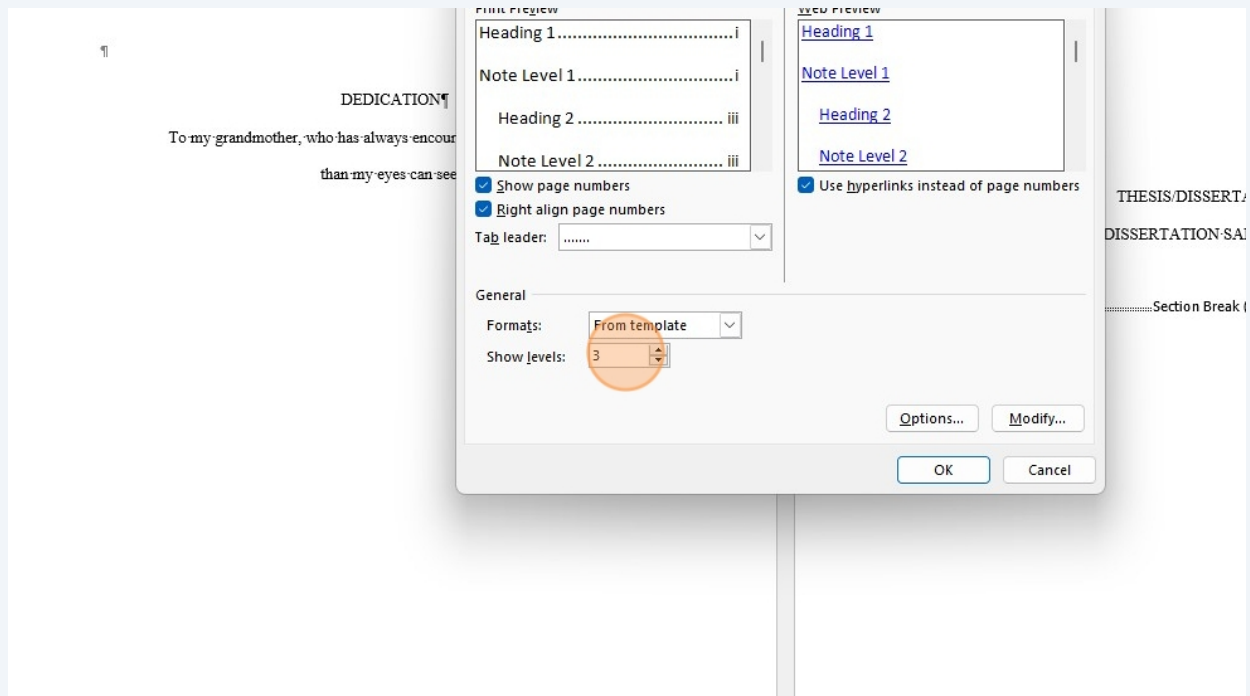


25 Click "Custom Table of Contents..."



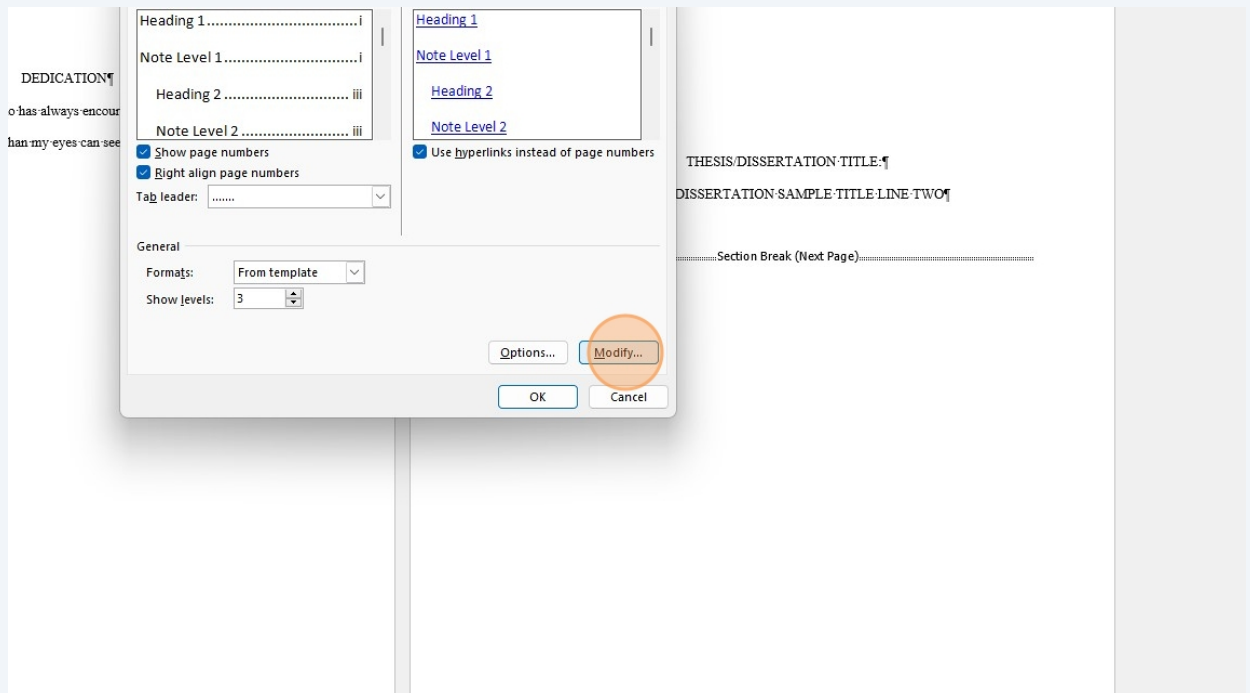
26

Word will default to three heading levels for the table of contents, if you have more please increase the number to fit your needs. If you have less, just leave it at 3.

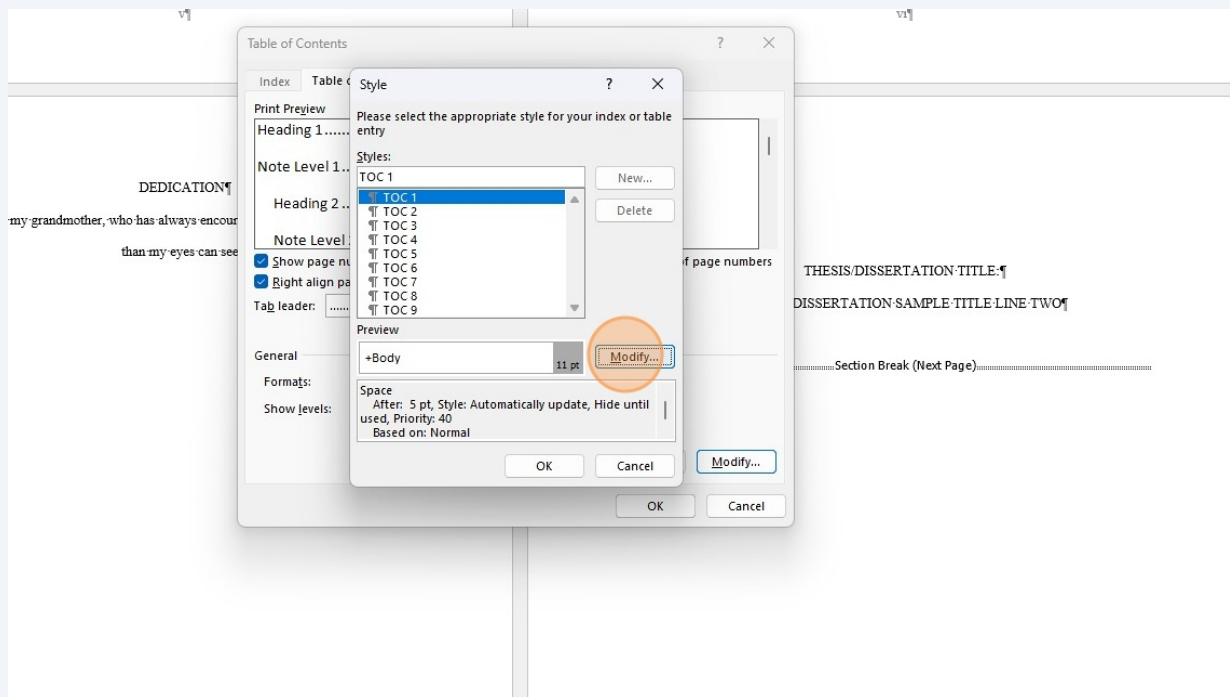


27

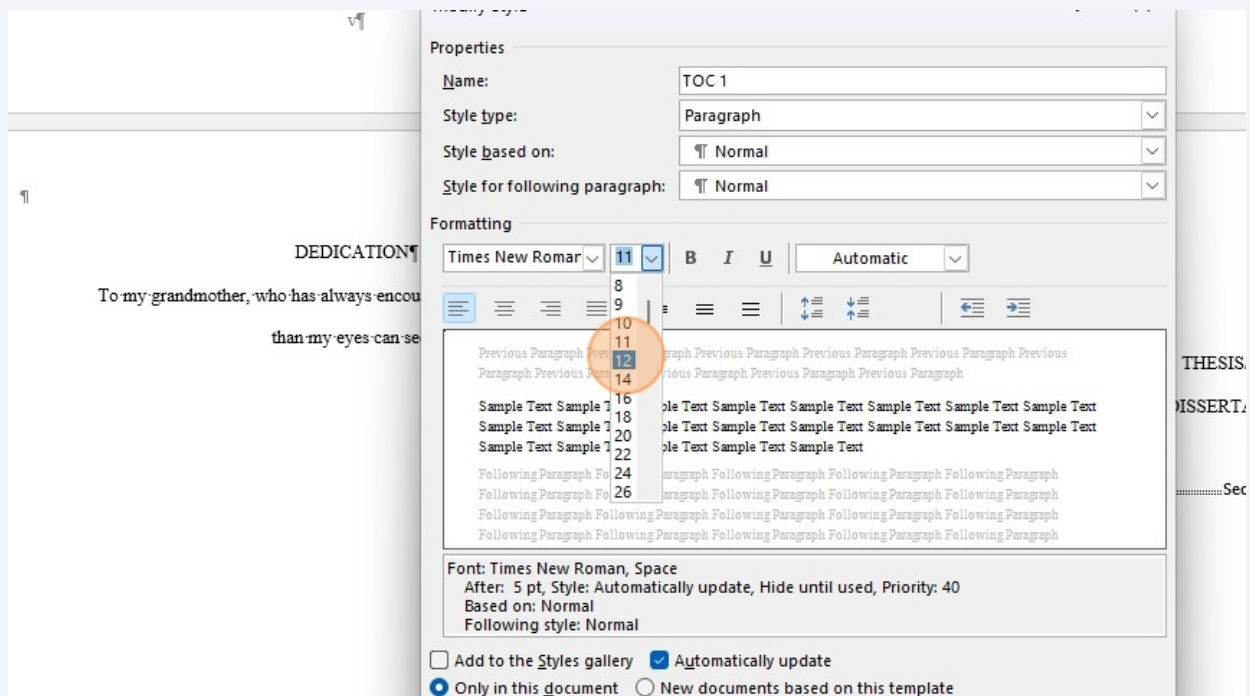
Click "Modify..."



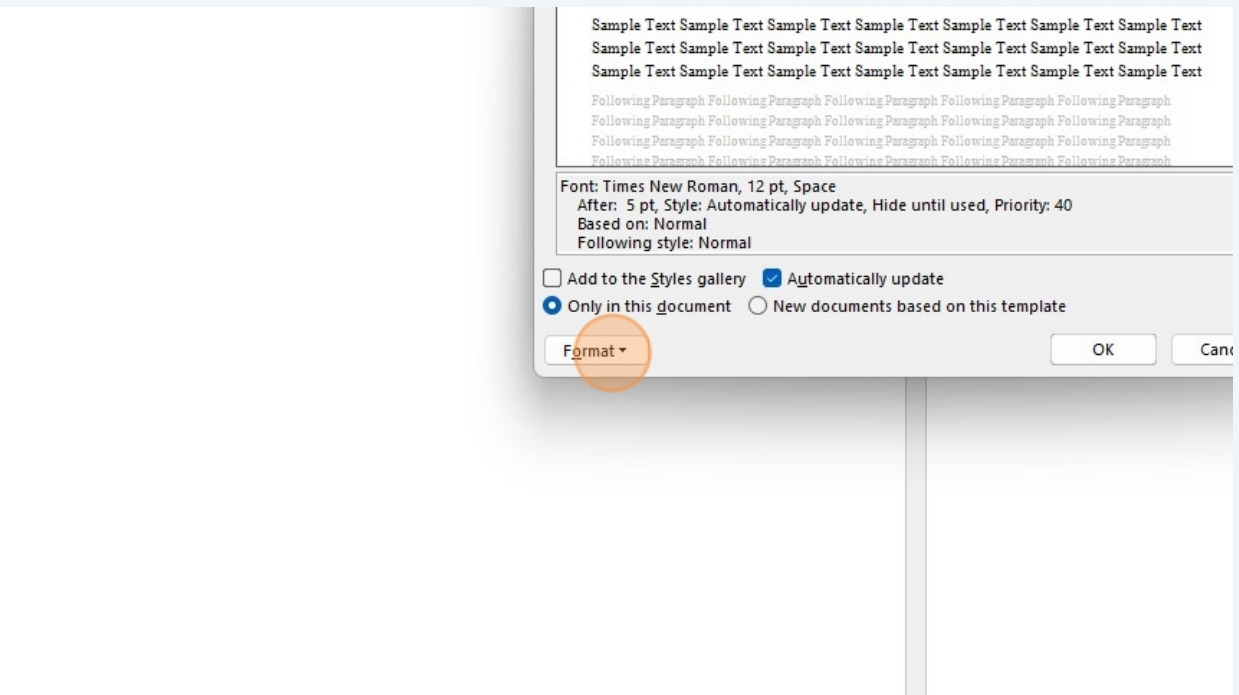
28 Click "Modify..."



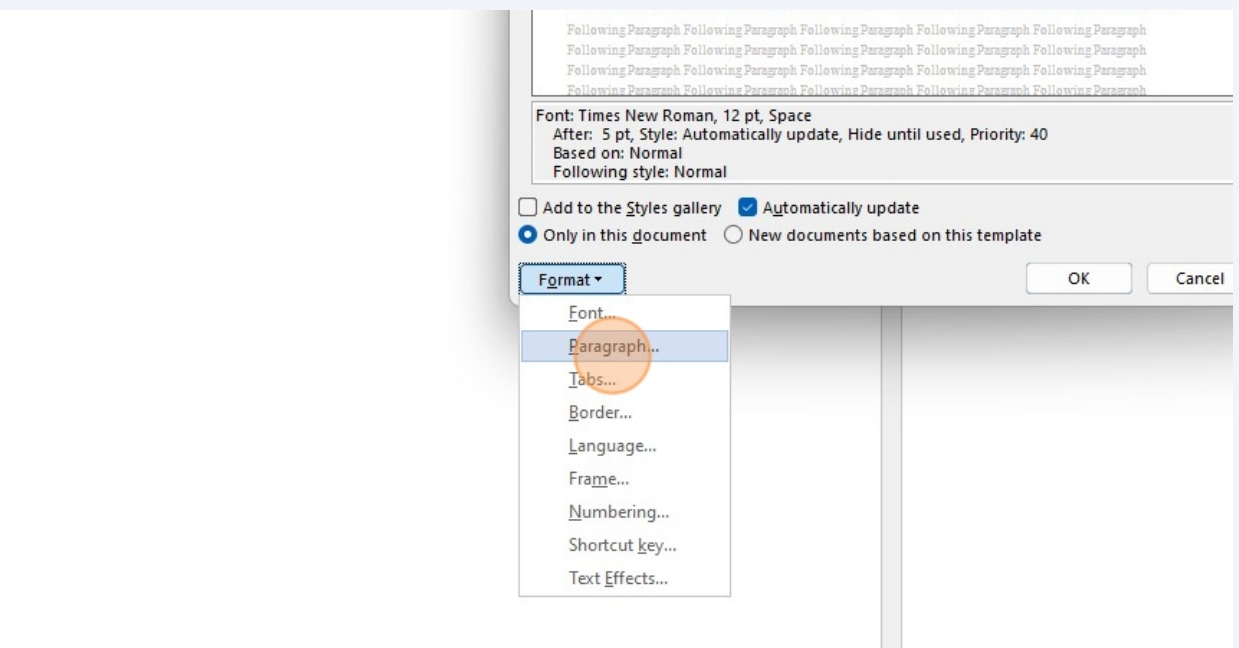
29 You will need to change the font to match the text within your manuscript. We are using Times New Roman, 12pt.



30

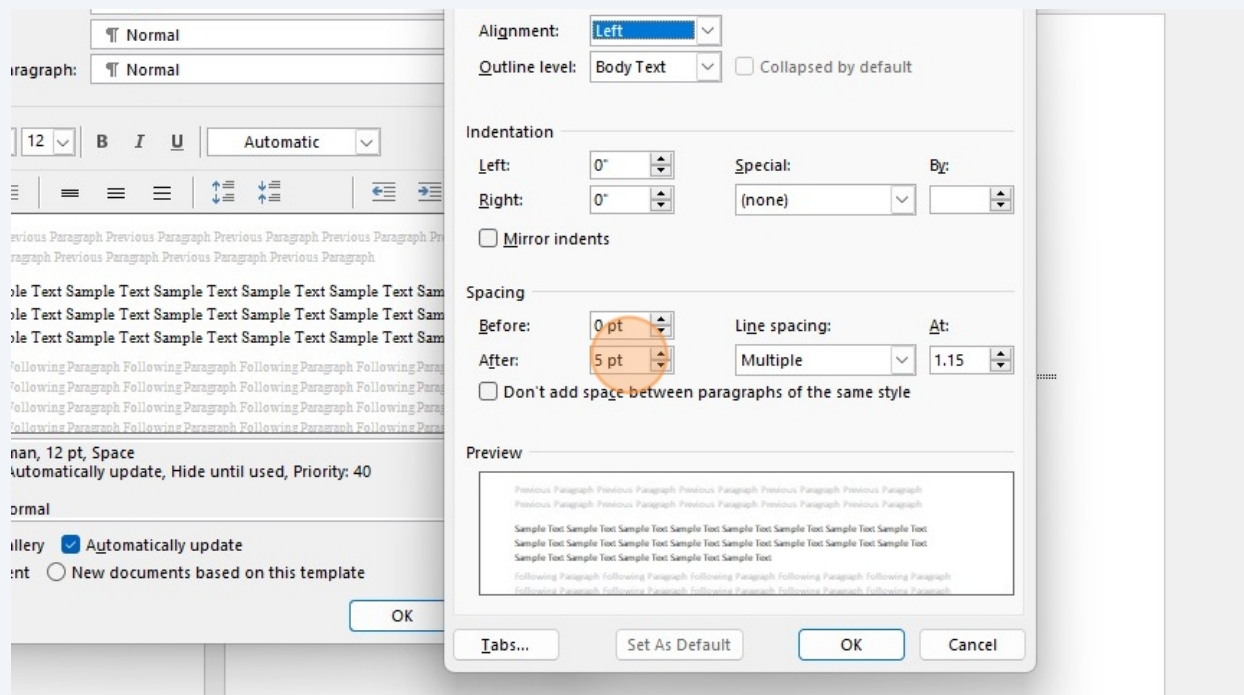


31

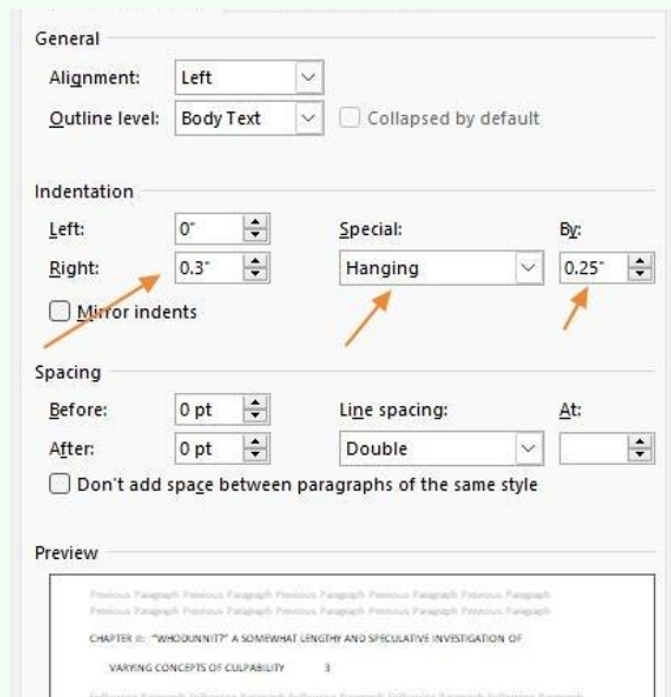


32

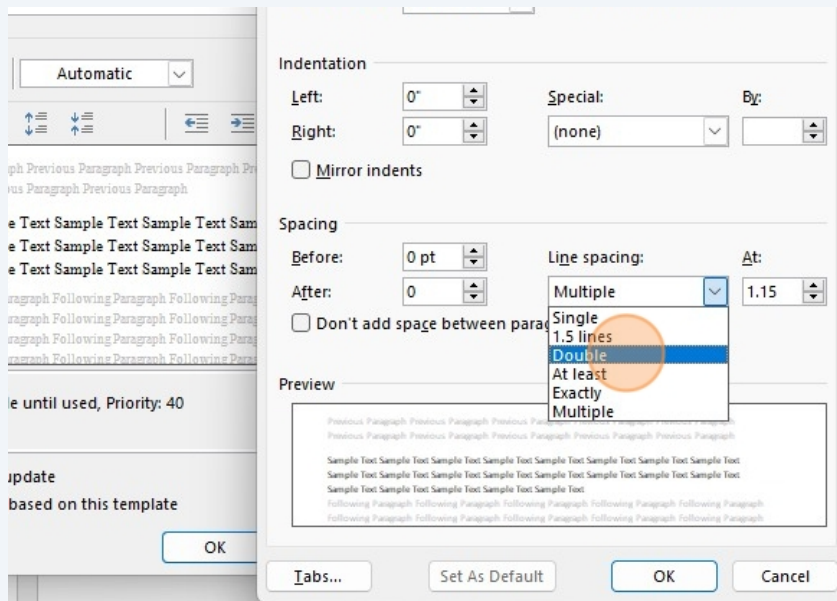
You want to make sure that the before/after spacing is set to 0, and that the line spacing is set to double.



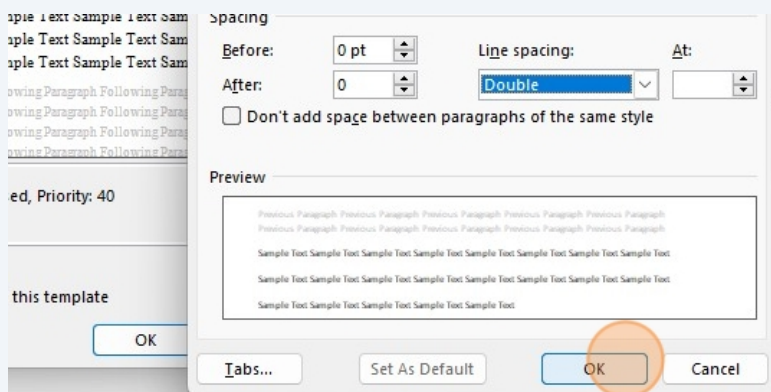
If you have long headers/sub headers you will need to adjust the right indentation and add in a hanging indent in the paragraph settings for each TOC level if you have longer headers. Use these settings below:



33 Click "Double"

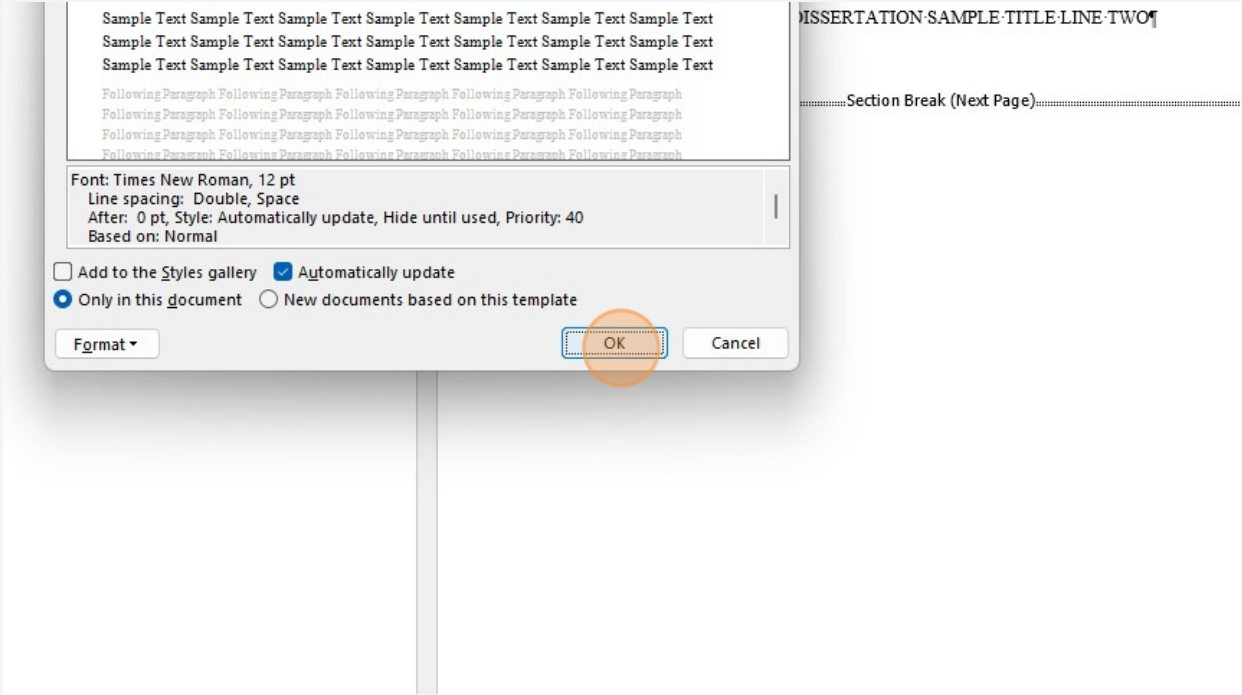


34 Click "OK"



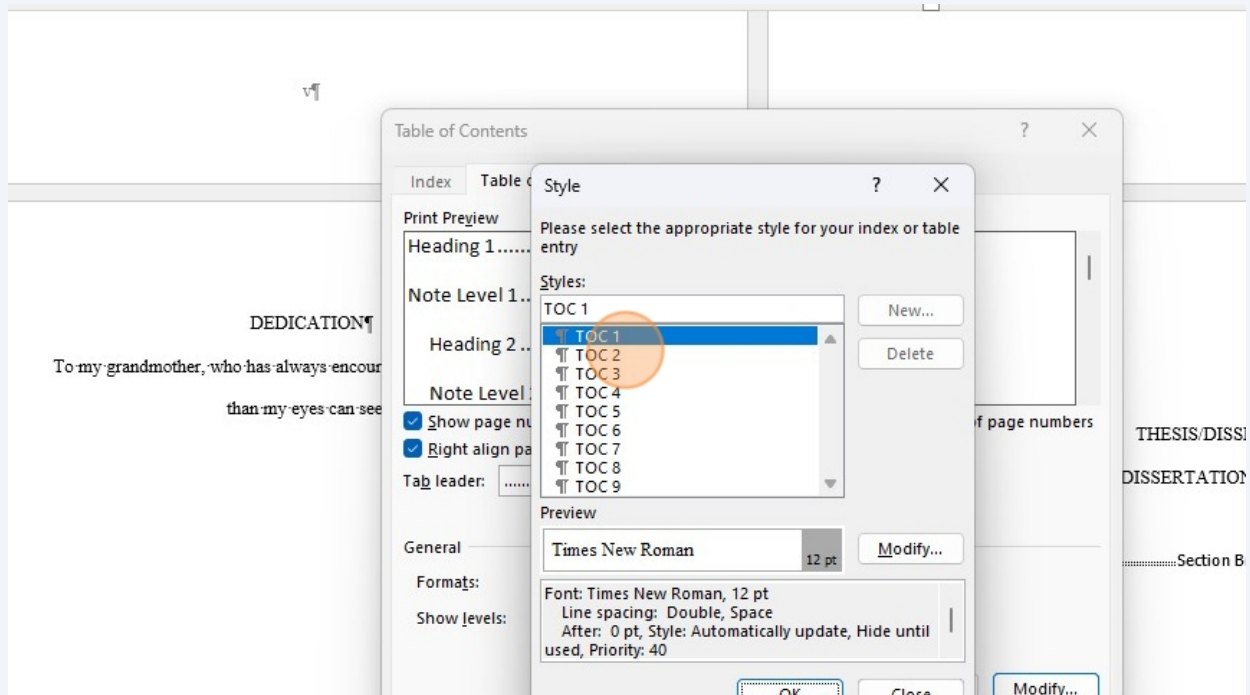
35

Click "OK"

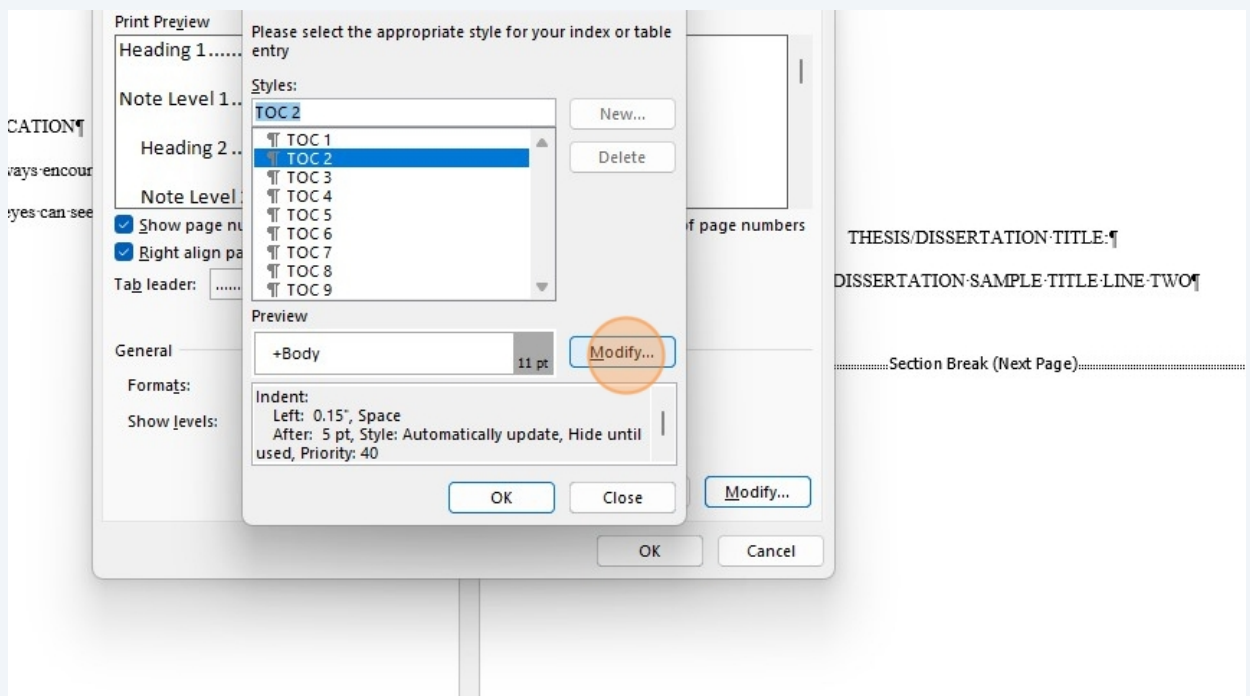


You will need to update each level you are using. If you are using 3 heading levels, you need to adjust TOC 2 and 3.

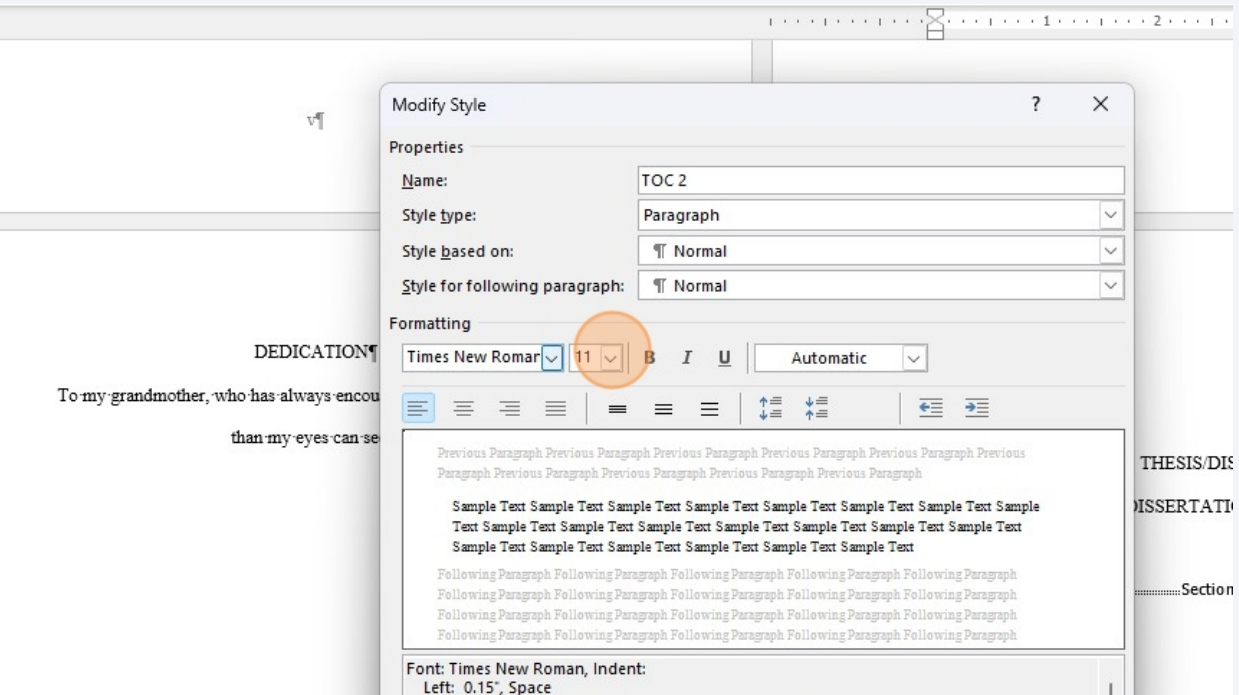
36 Click "TOC 2"



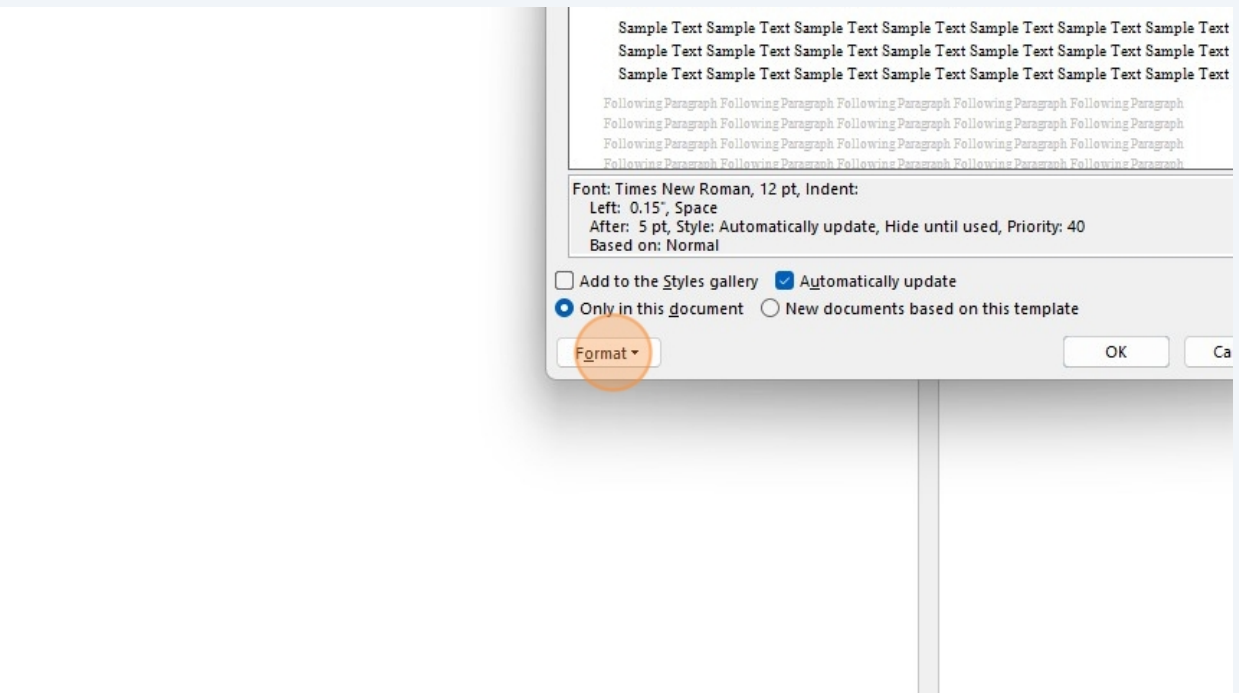
37 Click "Modify..."



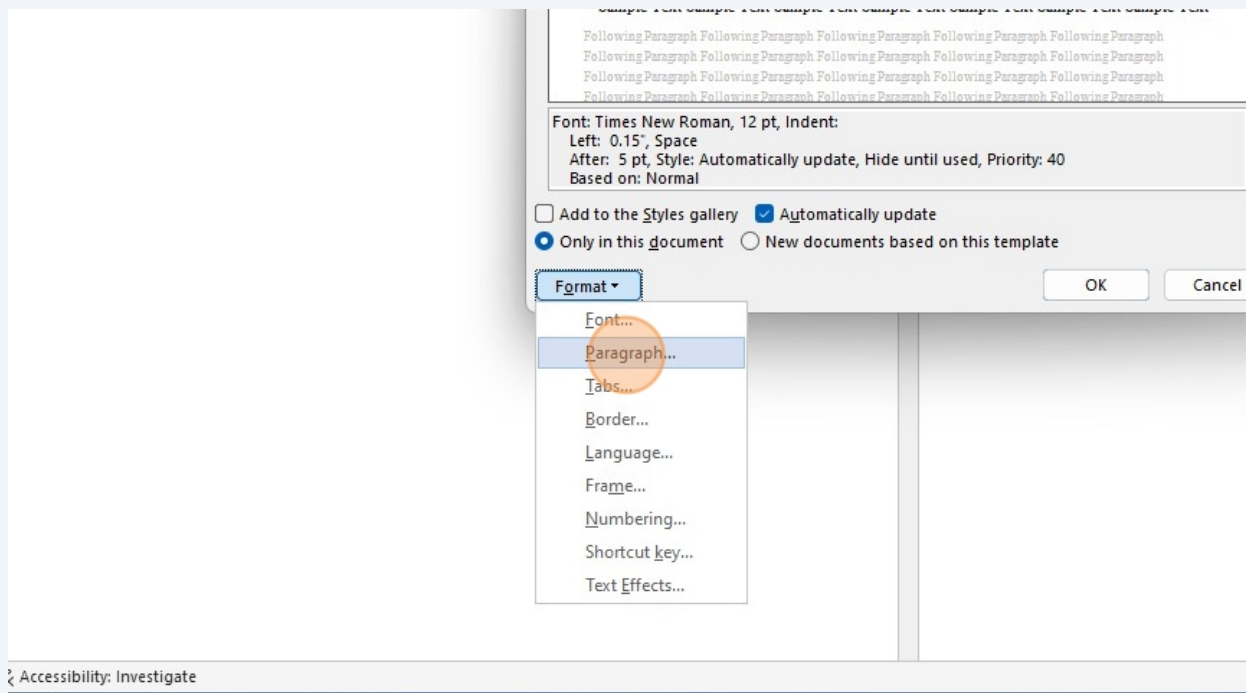
38



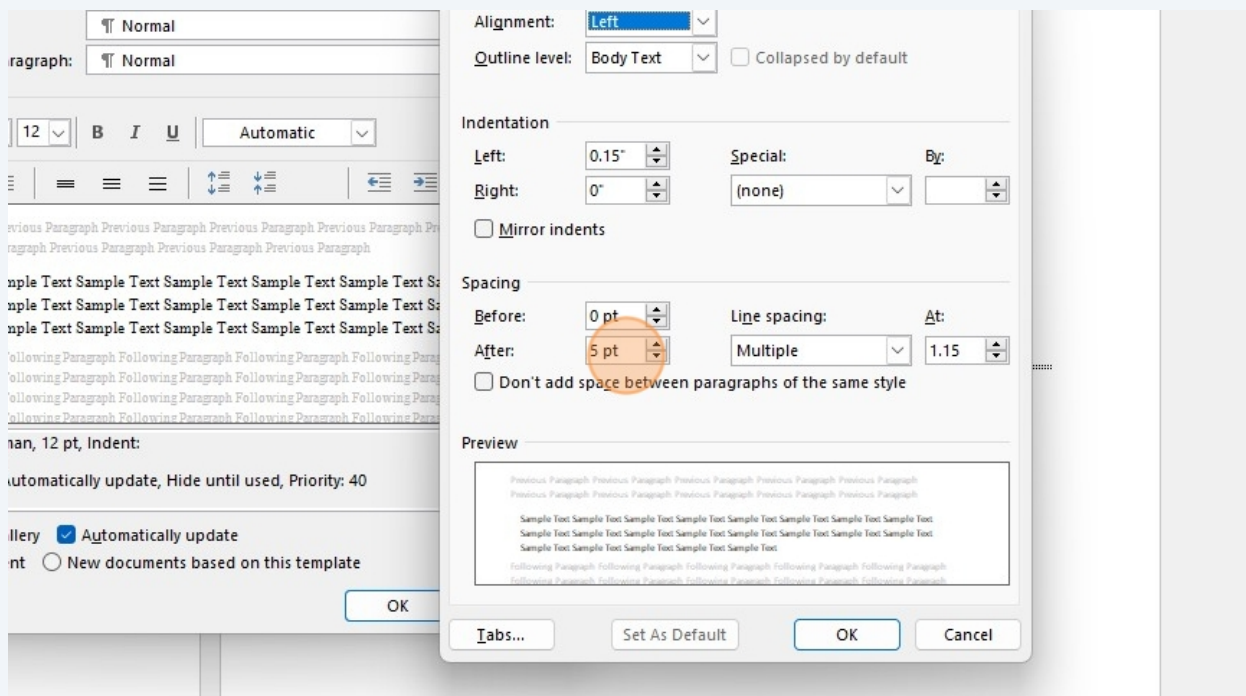
39



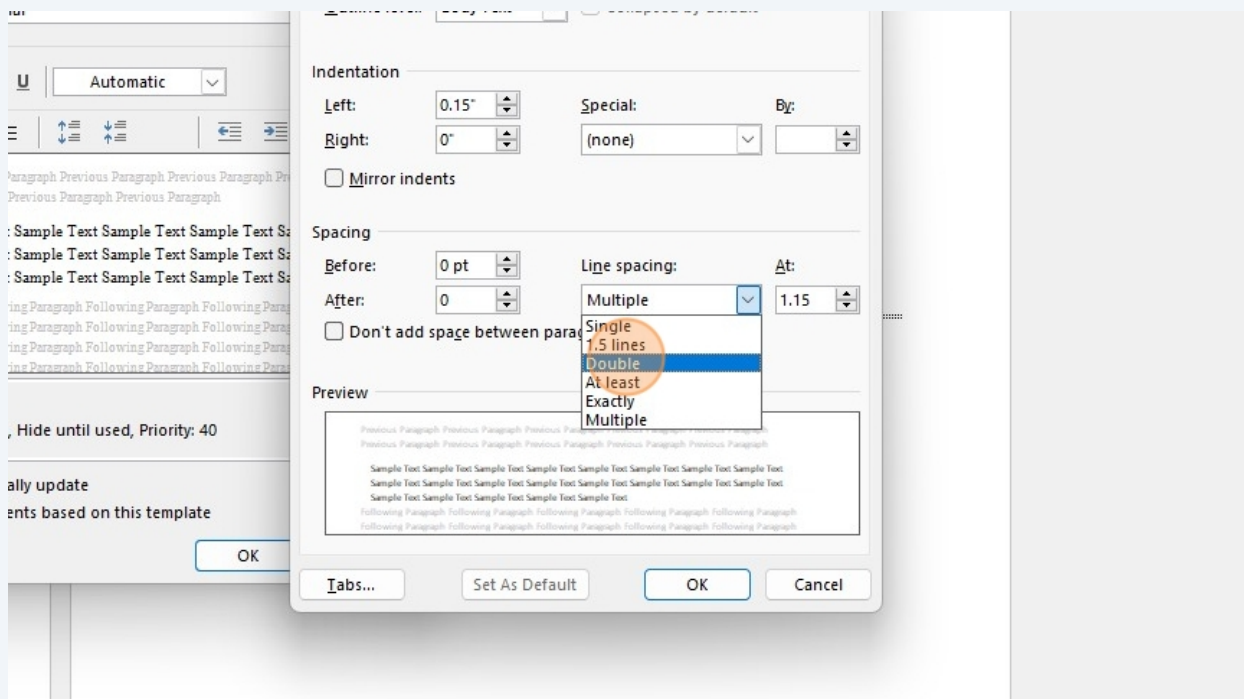
40 Click "Paragraph..."



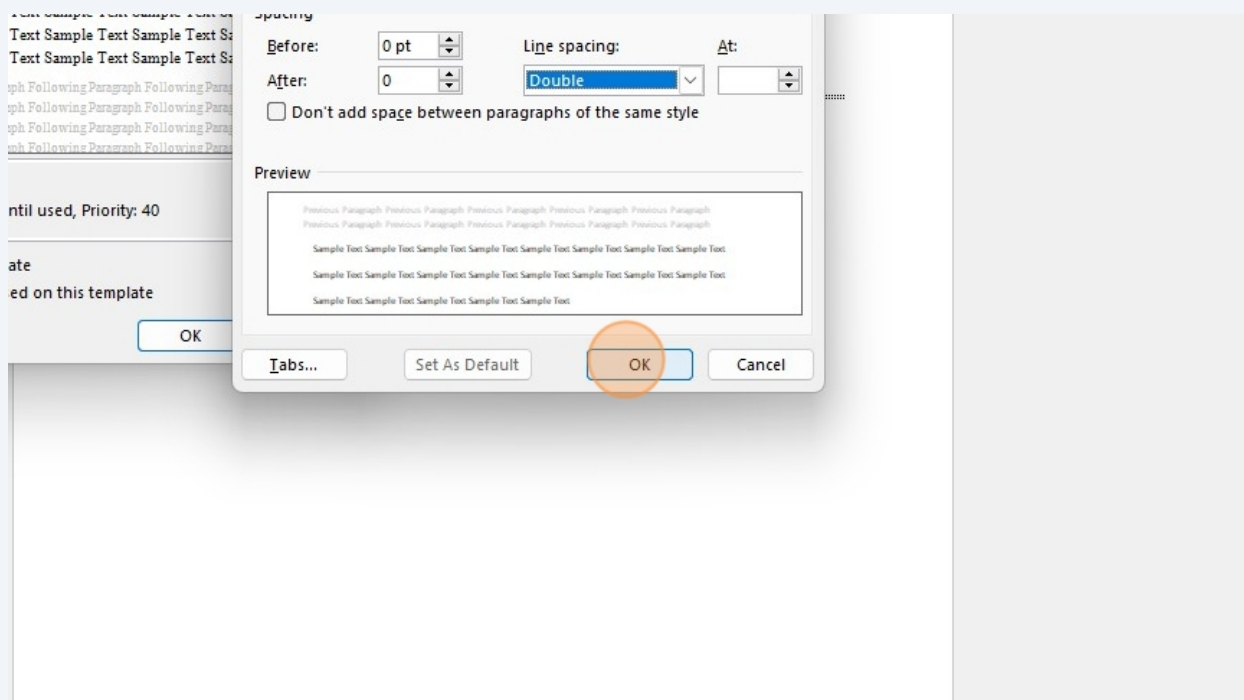
41 You will need to ensure that the before/after spacing is set to 0, and the line spacing is double.



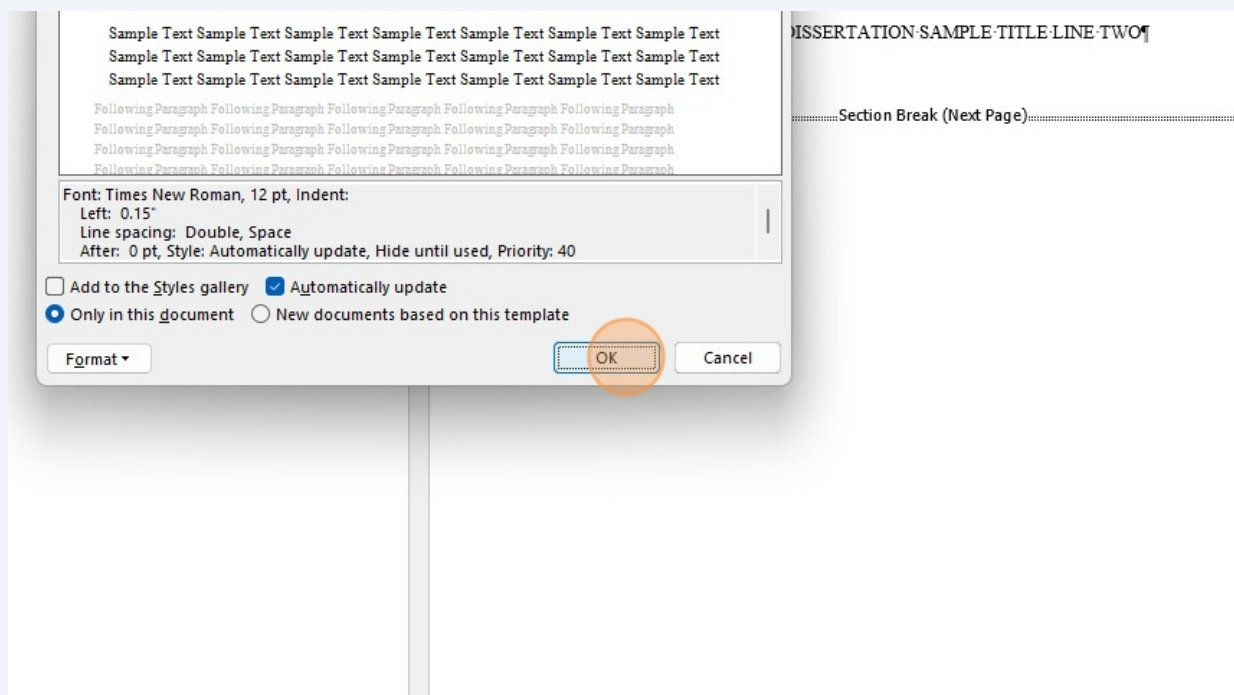
42 Click "Double"



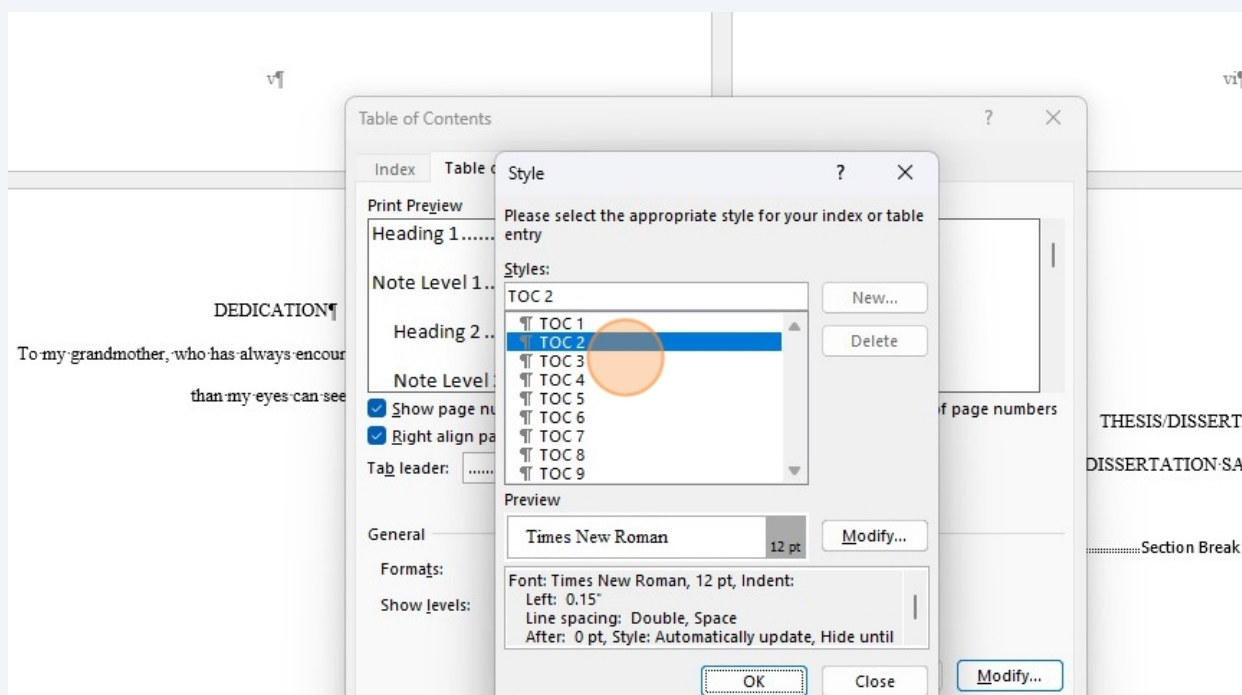
43 Click "OK"



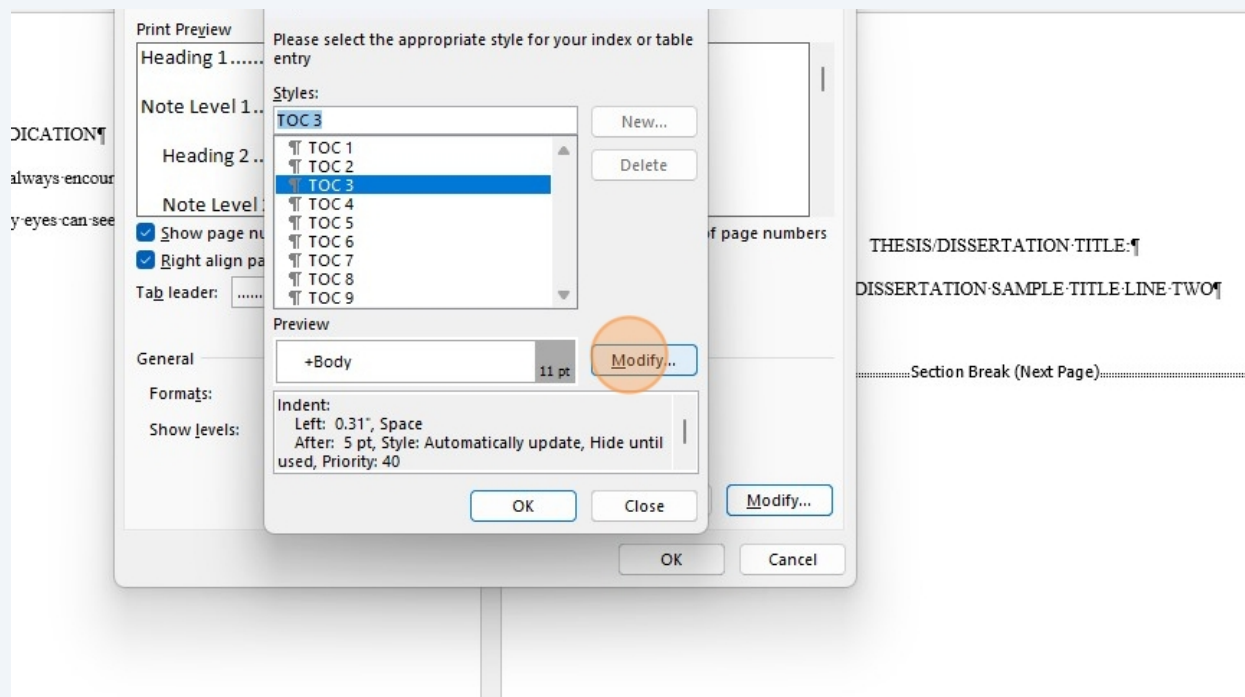
44 Click "OK"



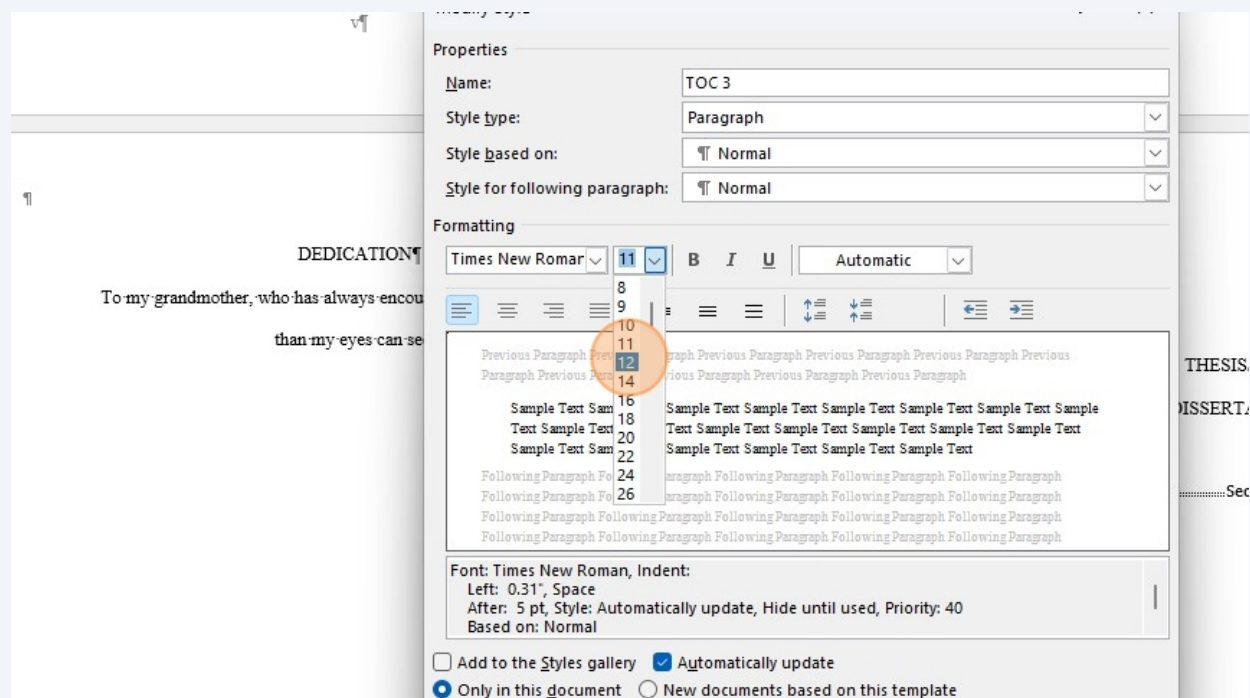
45 Click "TOC 3"



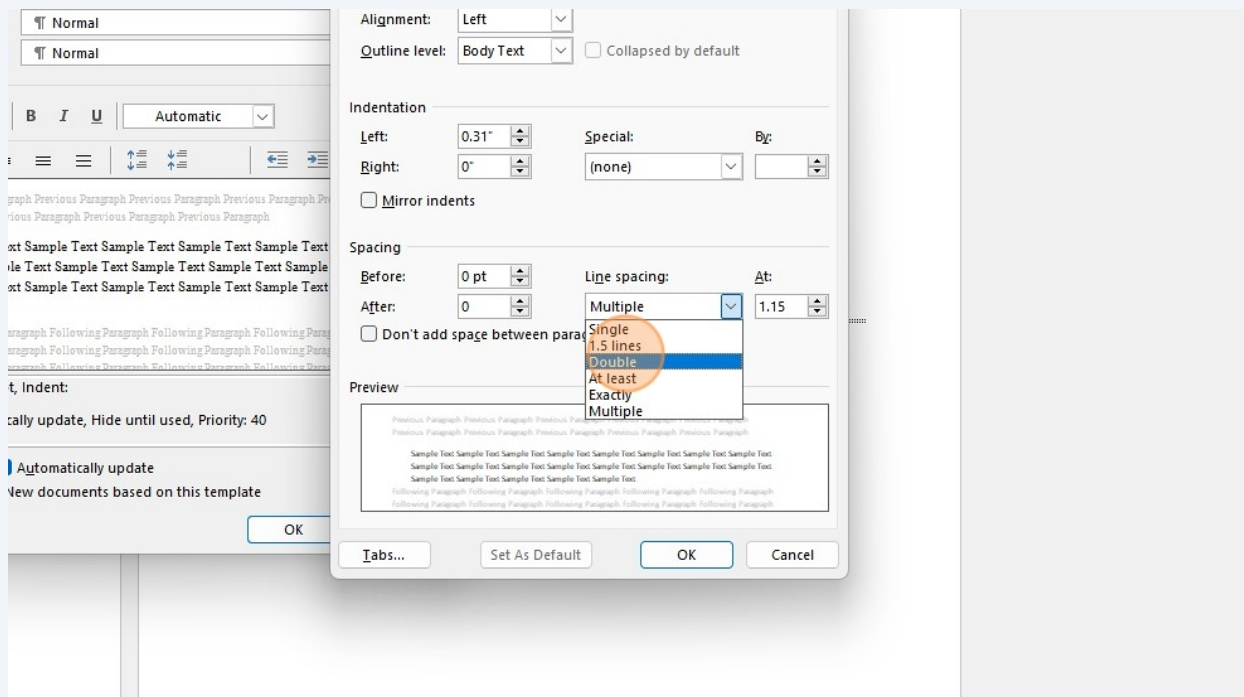
46 Click "Modify..."



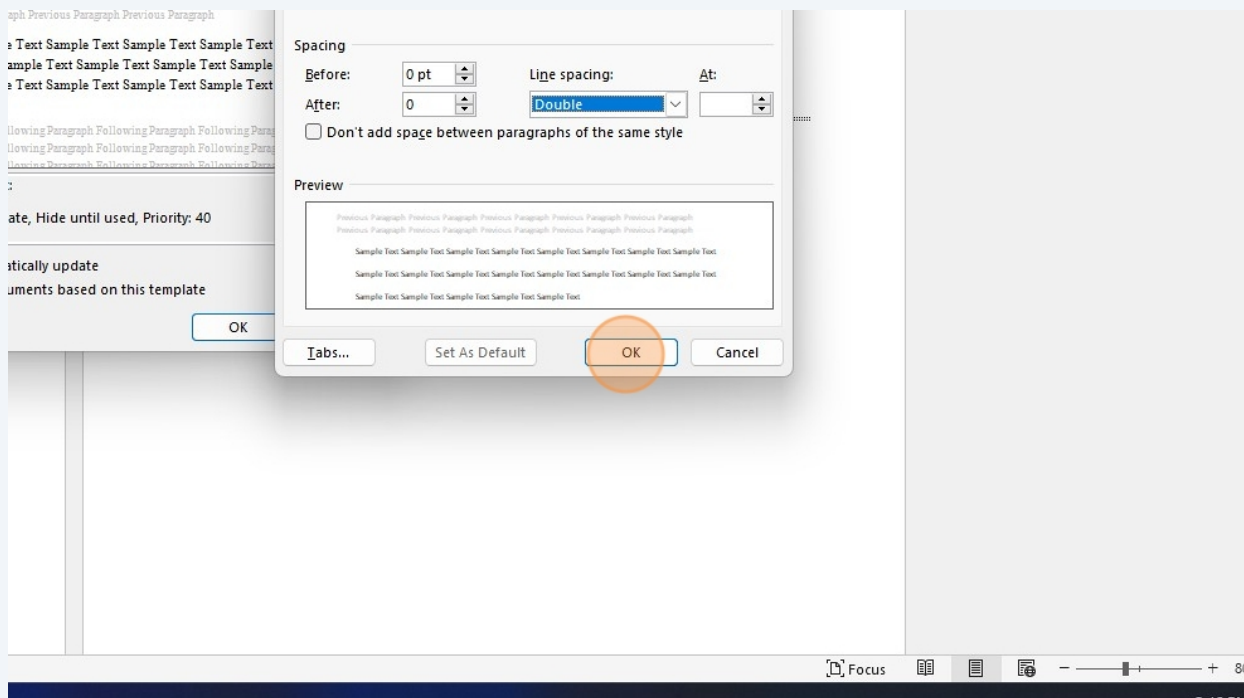
47 Click "12"



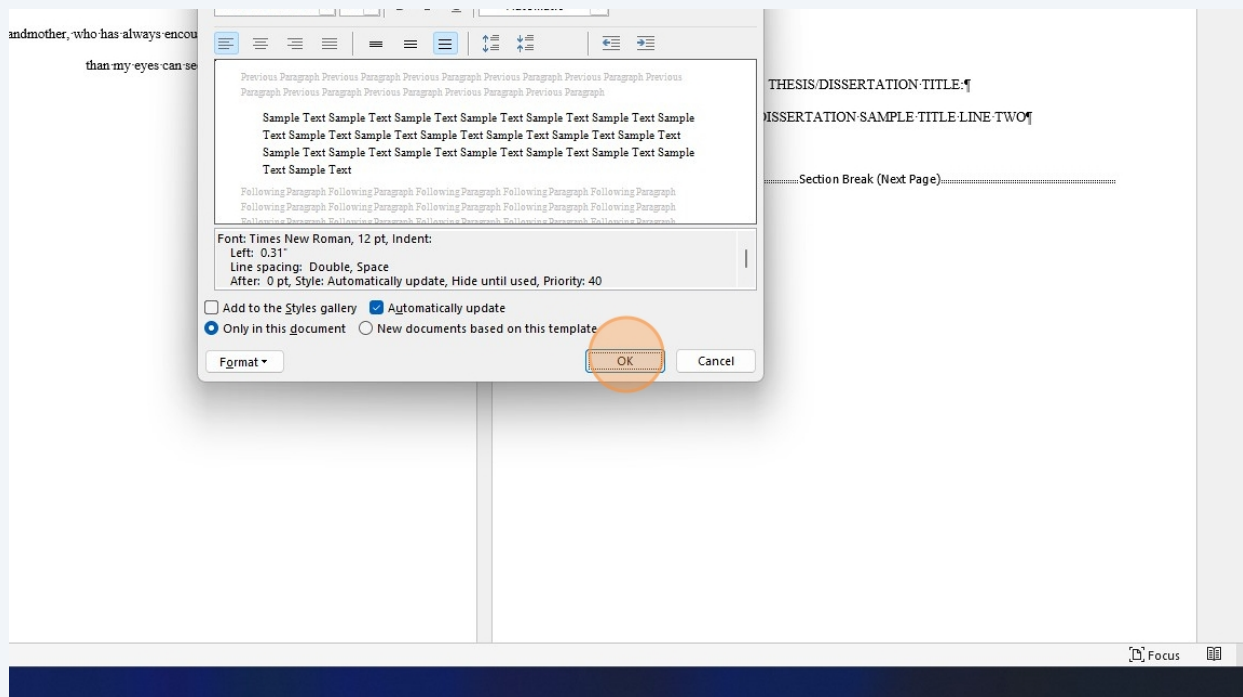
50 Click "Double"



51 Click "OK"

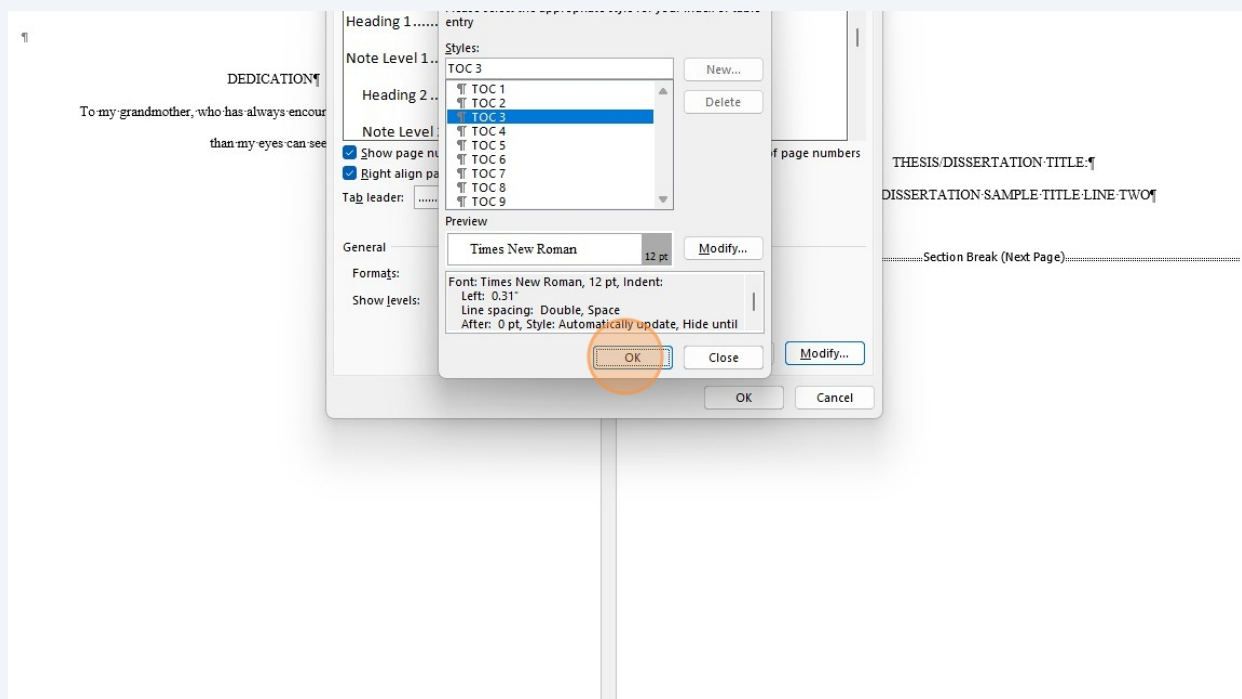


52 Click "OK"

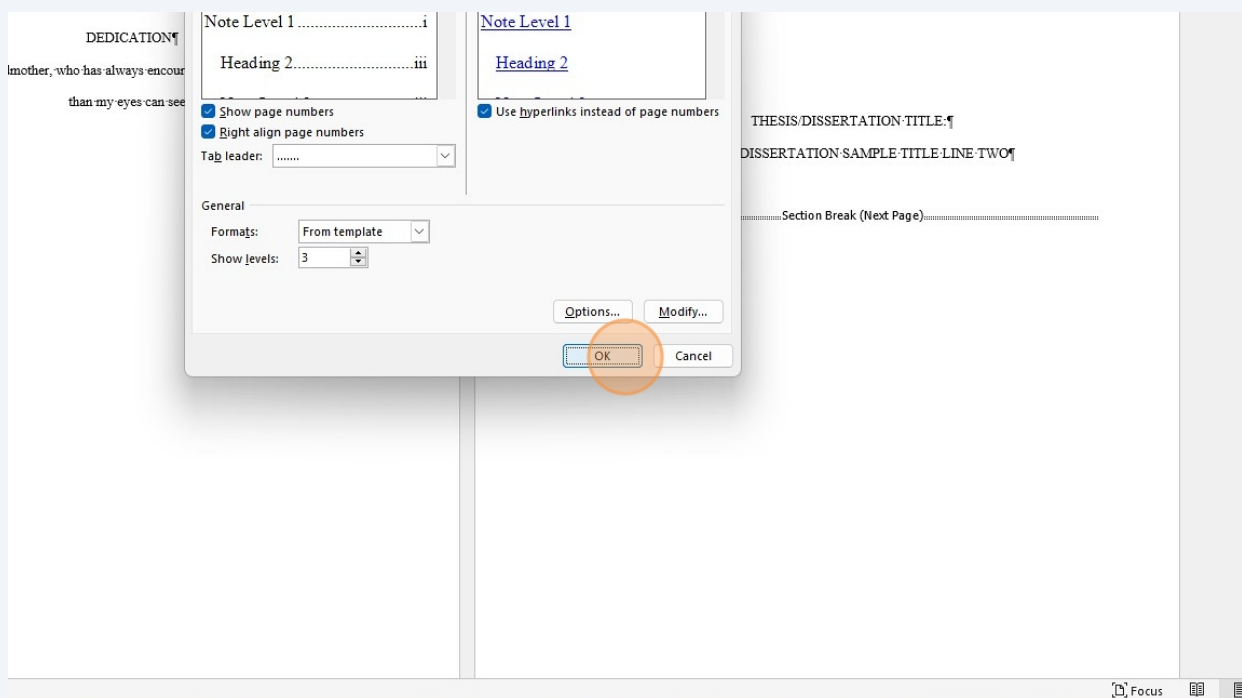


If you are done with modifying the TOC levels, please continue to the next step. If not, please adjust TOC 4, 5, etc, as needed.

53 Click "OK"



54 Click "OK"



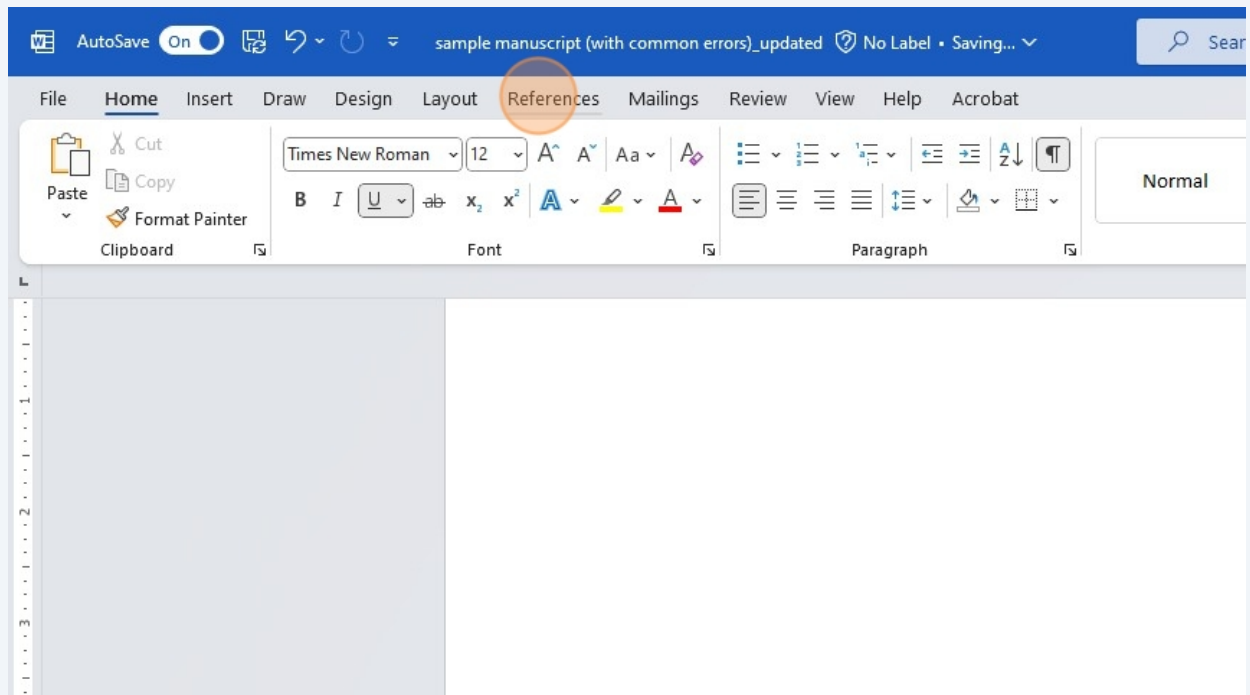
55 Now the table of contents is generated.

¶	
THESIS/DISSERTATION TITLE:¶	
THESIS/DISSERTATION SAMPLE TITLE LINE TWO¶	
LIST OF TABLES.....→	ix¶
LIST OF FIGURES.....→	x¶
CHAPTER I: INTRODUCTION.....→	1¶
CHAPTER II: "WHODUNNIT?" A SOMEWHAT LENGTHY AND	
SPECULATIVE INVESTIGATION OF VARYING CONCEPTS OF	
CULPABILITY.....→	3¶
CHAPTER III: CONCLUSION.....→	7¶
Global Movements.....→	7¶
Impact on Policies and Regulations.....→	8¶
Representations in Common Literature.....→	8¶
BIBLIOGRAPHY.....→	10¶
¶	

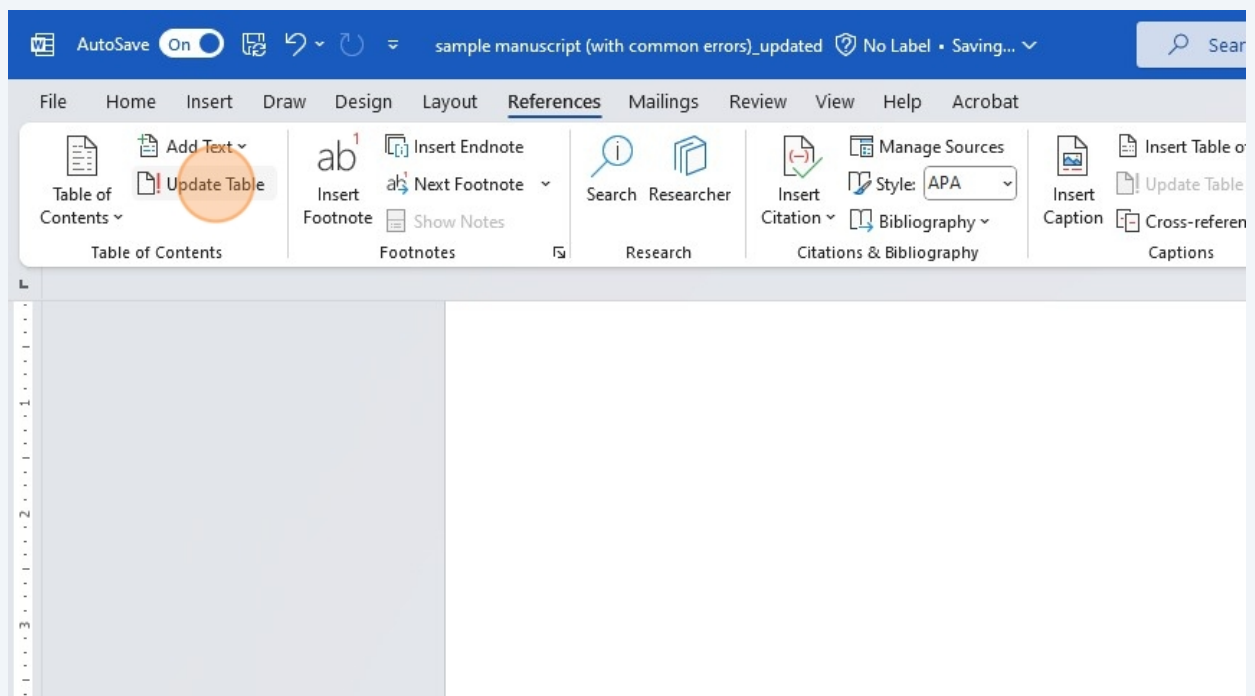


If you add any headings or if any page numbers change, below is how to update the table of contents.

56 Click "References"



57 Click "Update Table..."



58 Choose which option you would like.

If you added/removed any headers/sub headers you should choose update the entire table.

