

How to Create a Table of Contents Manually in Word

*Note that Word does have an automatic TOC function. However, it is very difficult to change the formatting to match what is required for ACU theses. The manual option is ultimately easier.

1. Copy and paste headings from text.
2. Tab and add a page number after each heading. (You will have something like the image on the right.)
3. Set margins (1.5" on left, 1" on right and bottom, 2" on top of first page).
4. Add dot leaders by doing the following:

Highlight all headings and page numbers. Right click and select "Paragraph."

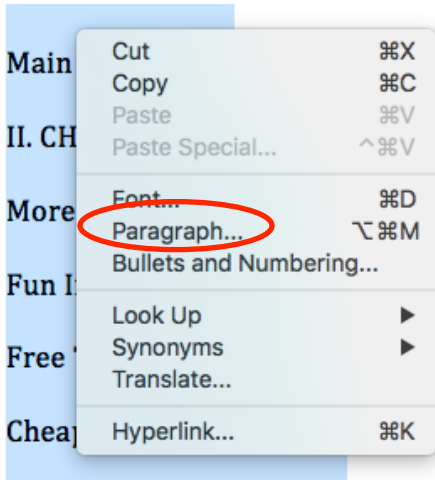
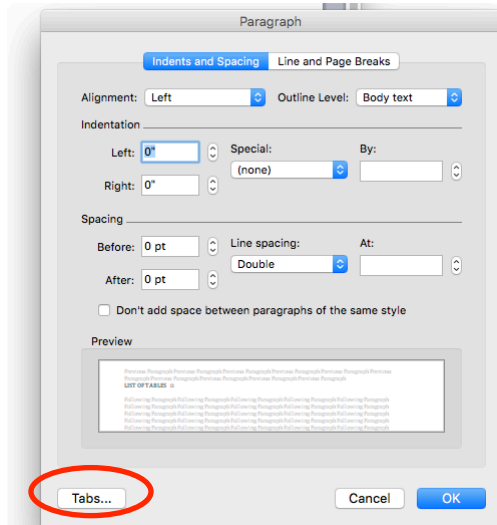


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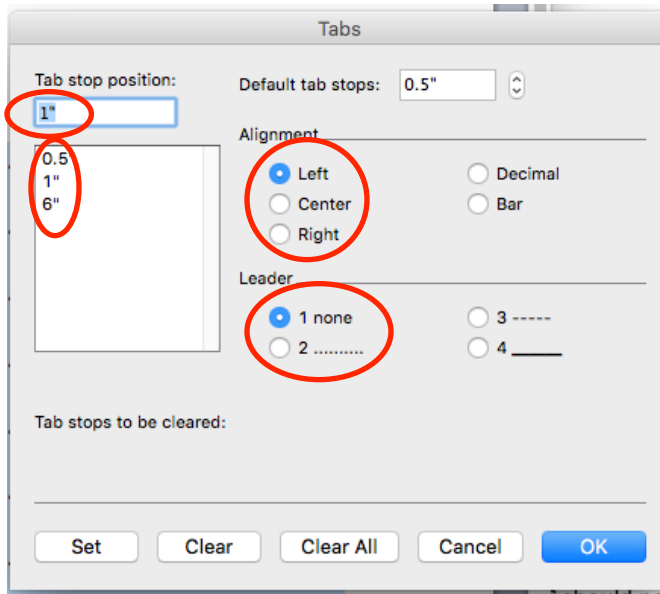
| | |
|-------------------------------|-----|
| LIST OF TABLES | ii |
| LIST OF FIGURES | iii |
| I. SAMPLE THESIS PAGES | 1 |
| Introduction | 1 |
| Literature Review | 1 |
| II. MORE SAMPLES OF APA STYLE | 3 |
| Citations | 3 |
| One author | 3 |
| Multiple authors | 4 |
| Quotations | 5 |
| Run-in quotes | 6 |
| Block quotes | 6 |

Then select "Tabs."



Enter 6" in the Tab stop position field. Then click "Right" and option 2 under Leader. Click "Set."

Enter .5" in the Tab stop position field. Click "Left" and option 1 none under Leader. Click "Set" and "OK". (If you have second and third-level headings, do the same for 1" and 1.5".)



Your TOC should now look something like this

| TABLE OF CONTENTS | |
|-------------------------------------|-----|
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| One author | 3 |
| Multiple authors | 4 |
| Quotations | 5 |
| Run-in quotes | 6 |
| Block quotes | 6 |

Now, align the headings by tabbing appropriately. Chapter titles (not numbers), first-level headings, List of Tables, List of Figures, References, and Appendixes should all be aligned on the 0.5" tab. Second-level headings should be at the 1" tab, and third-level headings at the 1.5" tab.

| TABLE OF CONTENTS | |
|--------------------------|-----|
| LIST OF TABLES | ii |
| LIST OF FIGURES | iii |
| I. CHAPTER TITLE | 1 |
| Introduction | 1 |
| Main Point 1 | 3 |
| Main Point 2 | 5 |
| II. CHAPTER TITLE | 7 |
| More Information | 8 |
| Fun Information | 9 |
| Free Things to Do | 10 |
| Cheap Things to Do | 11 |