

# Generating a Table of Authorities

A Table of Authorities is a list of references in a legal document, along with the numbers of the pages on which the references appear. Microsoft Word looks for cases, statutes, rules, treatises, and constitutional provisions to generate a table of authorities. You can also mark any additional authority.

## Step 1

Type your legal document, including all the cases, statutes, rulings, treatises, regulations, and Constitutional provisions that you will cite. You may either mark the citations as you type, or finish the paper and go back through it, marking the citations when done (recommended).

## Step 2

Highlight the citation that you wish to mark. Go to the *References* tab on the Ribbon. Using the "Table of Authorities" category at the top right, click the "Mark Citation" button. For Mac users, if you have an older version that doesn't have the Ribbon, choose "Insert" on the menu bar, navigate to "References," and click on "Index and Tables," where you will find the Table of Authorities screen.

Choose the *category* of your citation from the drop-down list (e.g., 1 Cases, 2 Statutes, 3 Other Authorities, 4 Rules, etc.). Category controls the order in which the cites are grouped (all cases go together, all statutes go together). You can change a category for a cited entry by changing the c # in the marked code.

Then create a "Short citation," which is used to identify the following re-occurring references in your brief; this is usually a shortened version of the "Long citation" that has been used when the cite is referenced more than once within the document; be sure to use the shortest form you used in your brief. Click "Mark" or "Mark All" (depending on whether you want to include all references to this particular citation in the table of authorities or just this one instance; generally, mark *all* for cites). This adds the Word coding into your document for including the case (long and short references) in your Table. (Remember to use the ¶ Show/Hide button to see your coding; this is helpful if you wish to remove a cite from your table by deleting the coding.)

Note that short citations are remembered, so they can be re-used for a specific cite in your document (useful for *ibid* or *id* citations).

Finished Cite Code: { TA \l "Somerset Bank v. Edmund, 10 Am. & Eng. Ann. Cas. 726" \s "Somerset Bank" \c 1 }  
Which means: { Table of Authorities \Long "Full Title" \Short "Abbreviated Title" \Category 1 }

## Step 3

Click "Next Citation" to continue to your next reference. Word searches for symbols and terms such as *in re*, *v.*, *Id.*, *Supra*, *Infra*, *Cong.*, *Sess.*, and §, as well as dates in parentheses "(1950)." You can also manually find your next cite, highlight it, and return to the Mark window; you do not have to close "Mark Citation" to select the next entry. (Do not rely on Word to find all entries.)

Mark each citation you wish to include. (For cites such as *ibid*, which have no long citation, use a short citation already defined, and be sure to only "Mark" — not mark all.) Click the "Close" button to return to your document when done. You may want to do a manual scan of the document to ensure you have correctly included all citations. You can return to "Mark Citation" at any point and add more long entries or mark with short citations; be sure to use the "Update Table" button when finished if you need to update an already-existing Table of Authorities (or right-click the TofA).

## Step 4

Move your cursor to the point in your document where you wish the table to appear. On the References tab is a button for "Insert Table of Authorities." [In other versions of Word, choose "Insert" on the menu bar, and navigate to "References," then click on "Index and Tables." Choose the "Table of Authorities" tab at the top of the dialog box.] Make sure the Category type is set to "All" if you wish your table to include all types of legal citations. Select whether you wish to use *passim* and other formats. Press "OK." Word creates a table of authorities using all your marked citations, organized by citation type.

"*Passim*": If checked and a citation is referenced on more than 5 pages, Word will put the term "*passim*" in place of page numbers. *Sic passim* is used to indicate that a word or idea is found at various places throughout a work. If unchecked, Word lists all referenced pages, no matter how many there are.

**Formatting your Table:** Remember that Word "styles" control the formats. There will be a style for Table of Authorities, and a second style called TOA Heading. Use your "Styles" dropdown to find these, then click each style's dropdown to locate "Modify." This is where you can adjust your font, size, etc.

## Generating an Automatic Table of Contents

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Tables of Contents are best when based on “styles” applied to text by using the Style dropdown.

To define an entry for your table of contents, click on the text, then select Heading 1, 2, 3 (etc.) to specify the level; this will determine the indentation and position of your entry in the table of contents. There are formats already in place for each heading, which are usually not what you need. Use the Style dropdown to “modify” your heading formats so they look correct.

When all headings have been “marked” as such, use the Table of Contents command (*Insert* on Mac, or *References* in Win) to generate the table. It will be inserted wherever your cursor is within the document. Note that the resulting contents list (with page numbers) is not editable; it turns gray if you click within it, which is Word’s way of telling you not to try to make changes. If you wish to make the content editable, you can do so by highlighting, cutting, and then using “paste special” to put it back as unformatted text (of course, it will no longer automatically update).

If you do not like the format Word applies to the table content, do not try to format the table manually. Since these “tables” automatically update (i.e., printed page numbers change whenever your text changes), be sure to make format changes through “Style” using the appropriate styles (such as ToFC 1). Click on any part of the table to display the name of the style in use, then use Style/Modify to make your changes (use “add to template” if you want these changes to be remembered and used as defaults.)

### Working with Styles

Styles are saved formats that can be re-used. The important thing to know about styles is that Word uses them whether you do or not, and many functions in Word (such as Table of Contents and Tables of Authority) will not work without them. Every feature of Word has an assigned style, such as page numbers, headers and footers, footnotes and endnotes, and envelopes and labels. When you start a new document, you are already using a style called “Normal.” Some styles are “Font” based (a), others are “Paragraph” formats (¶); some do *both* (¶a).

Styles can be edited. It is important to understand that if you do not like what a style is doing to your text, don’t change the text—change the style! On the Home ribbon, the button called “Styles” expands the styles into a drop down. Hover over any to get a description. If you use the expand dropdown, you will get the style window, with more commands (or View Style Toolbox on the Mac). From here you can create new styles and add them to the gallery. There is also a style inspector, which will let you modify your styles. A third option is to manage your styles, which lets you remove styles. “Options” lets you pick which styles to see.

### Editing Styles and New Styles

Since styles are ways to store your formats for re-use, you can create new styles or “modify” existing styles (you can also highlight an area of text with a desired format, then click on the style box to get a menu to “redefine” the style based on the highlighted text).

*New Style* requires you to specify a name; a style type (change the paragraph or just the highlighted area); based on (used other style as base format); and style for following paragraph (the next style to switch to when you hit enter). Then you select the format.

*Modify Style* changes an existing style. The format option gives you choices to change

- Font—font, font size, color, position (super/subscript), characteristics (bold, italics, small caps, underline, etc.), and letter spacing (normal, expanded, or condensed).
- Paragraph—alignment (left, center, right, justified), indents (left, right, first line), spacing (before or after, or between lines), border (box or bar), keep together, page break before, line numbering
- Tabs—tab settings for the style
- Borders—sets borders and shades around the paragraph
- Frame—creates “cutouts”
- Numbering—automatic numbers
- Shortcut key (assign an keyboard combination to run the style, such as Ctrl+Sh+1)

Unless otherwise specified, styles are paragraph formats, and automatically affect the entire paragraph. Character styles are based on highlighting. Linked styles can be used either way.

The automatic setting is that a style is available only in the document on which you are working. If you wish to make a style available in other documents, you must add it to your template; then you will have access to it any time you are working on a document based on that template. To change your automatic (default) type formats in Word, use “Styles” to redefine your “normal” or other style. Be sure to check “New Documents based on This Template” so it is saved (different templates have different styles).