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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Then select "Tabs."

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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".)

	Tabs	
Tab stop position:	Default tab stops:	0.5"
0.5 1" 6"	Left Center Right	O Decimal Bar
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Tab stops to be cleared	:	
Set Clea	ar Clear All	Cancel OK

Your TOC should now look something like this

TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES
I. SAMPLE THESIS PAGES
Introduction
Literature Review1
II. MORE SAMPLES OF APA STYLE
Citations
One author
Multiple authors
Quotations
Run-in quotes
Block quotes

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.

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