Creating a Table of Authorities in Word for Mac 2011

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Table of Authorities

A table of authorities is a section of a legal brief listing the location of all sources cited in the brief.

Creating a Table of Authorities in Word for Mac 2011

A. To access the Table of Authorities Tool go to "Insert" on the menu bar and click on "Index and Tables". A dialog box will open, select Table of Authorities and click on ""Mark Citations".
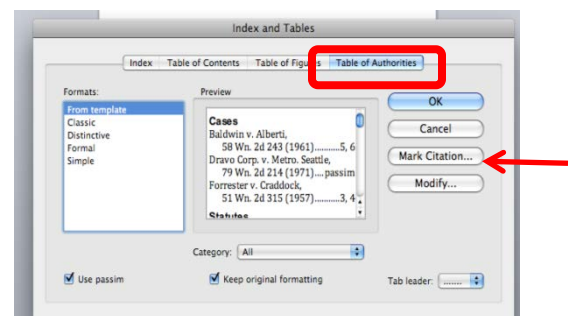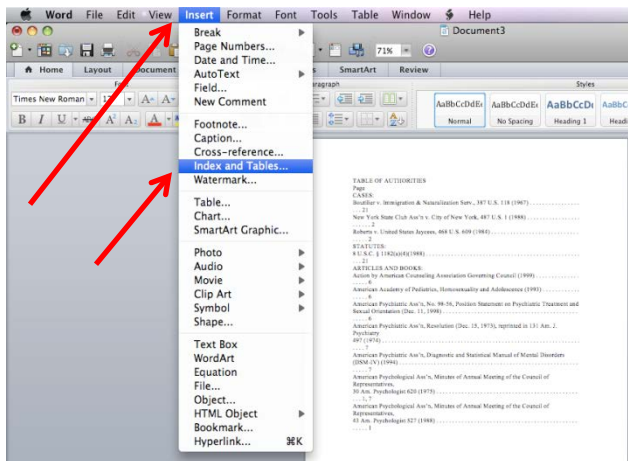
B. A new dialog box will then open. Click on "Next Citation" to find your first citation. Note that it may not pick up the entire citation. Highlight the entire citation and click in the "Selected Text" box to add the citation. Not all citations will be found automatically when you click "Next Citation" so you will need to manually mark those citations not automatically found.
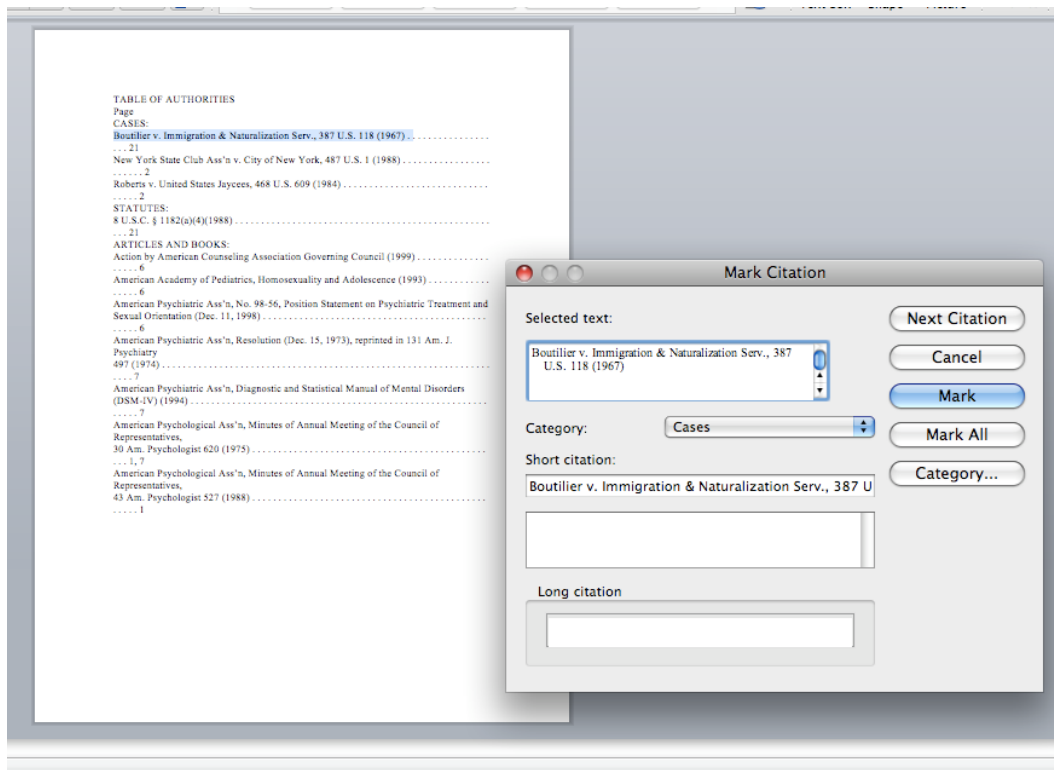
Hint: When you first open "Mark Citation", check the category box to make sure all the categories you need are already defined. If you need to add a category you should do so before you begin by replacing one of the unused numbered categories (e.g. 8) with the name of the additional category you need.

Hint: Make sure that you cut and paste the text into the "Selected Text" box. This is the only way to edit text within the Tool. If you cut and paste into the "Short Citation" box you cannot edit the text.

C. You may now edit the citation if needed. You can do so in the "Selected Text" box. If the citation is already listed in "Short Citation", click the appropriate citation from the list of suggested citations. Make sure the correct category is selected. Then click "Mark" or "Mark All".
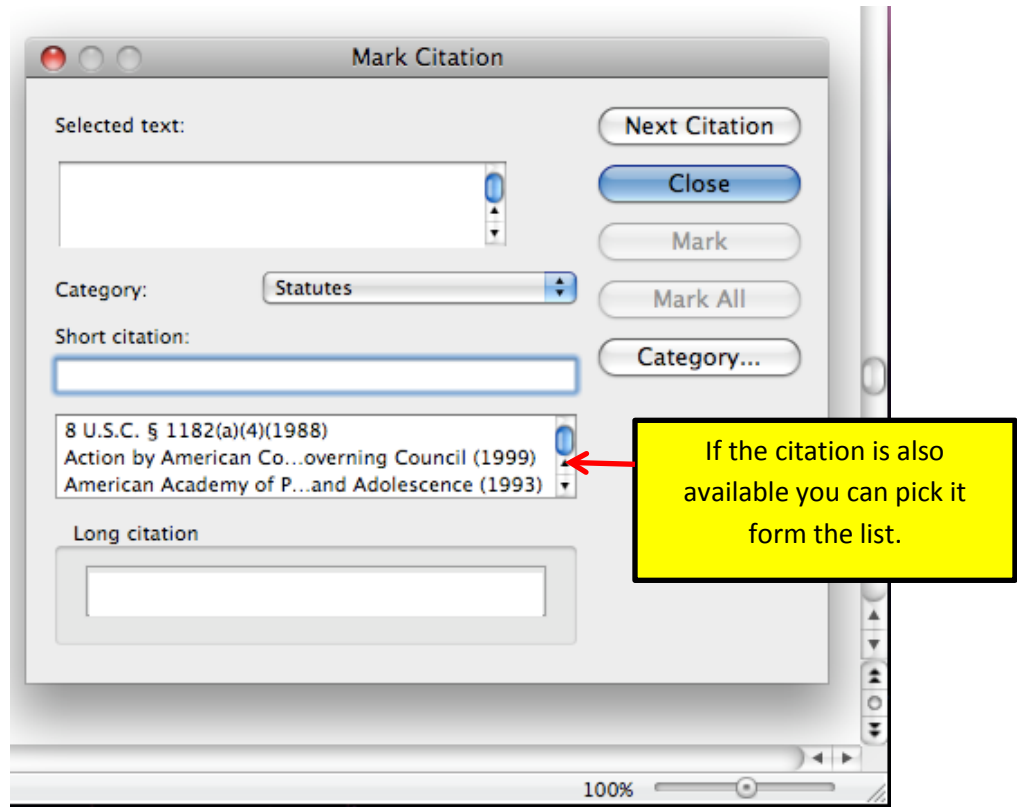
Hint: If the citation appears in the "Short Citation" list and you do not select the citation from the list, it will add the citation as a separate entry on your Table of Authorities (i.e. there will be a double entry on the citation list on the Table of Authorities).

Hint: "Mark All" will only pick up additional citations if they are **exactly** the same as the one originally marked.

D. To insert the Table of Authorities, first go to the area of the brief were you want the Table of Authorities to be inserted. Go to the "Insert" Menu and click "Index and Tables" (see Step A). Check the various options including "Category", "Use passim", "Keep original formatting", and select the desired tab leaders and formats. Once you have made your selections, click "OK".
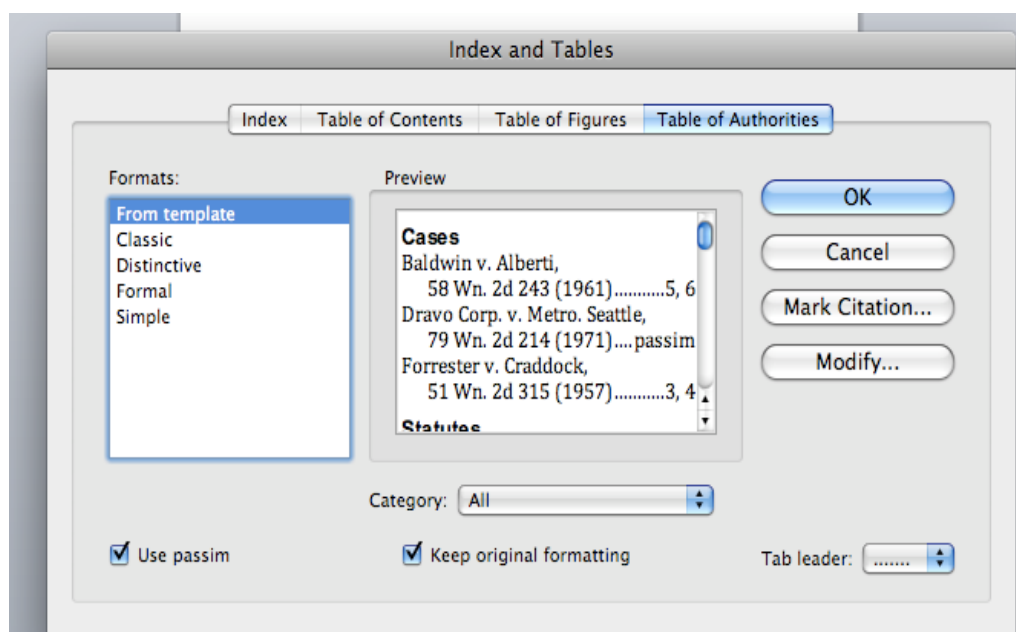
E. Review your completed Table of Authorities and make corrections where necessary.

For additional help, please go the Computer Lab at the McGeorge Law Library.