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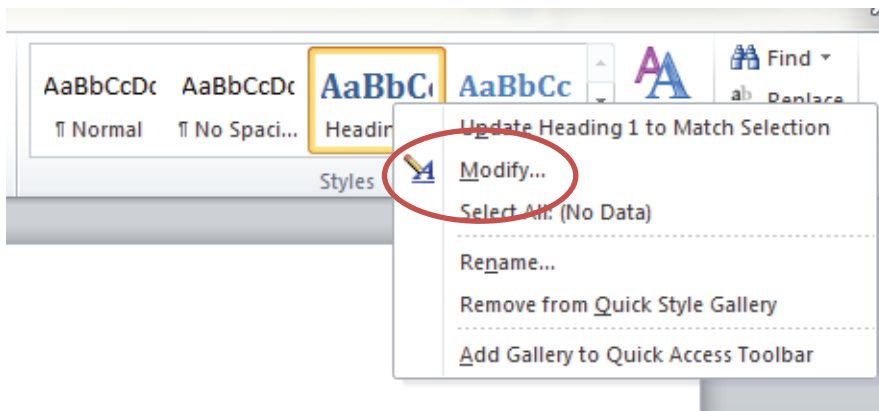
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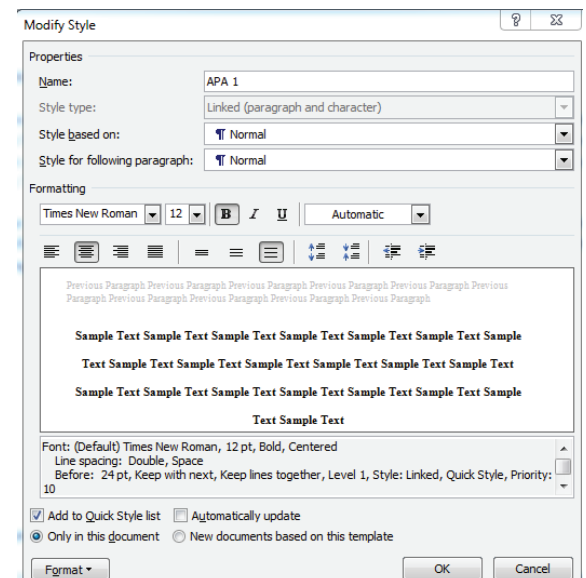
APA Style Table of Contents

The instructions below will show you one way to set up an APA Table of Contents that automatically updates page numbers for different level headings. These instructions show how to make a Table of Contents after you've written some of your document – it is ideal to make your Table of Contents early in your writing process. Note: These are instructions for Word 2010.

1. In order for the Table of Contents to automatically adjust to different headings, you must first manually set the Styles for APA Levels of Heading. From the Home tab, under the Styles section of the ribbon, right click on "Heading 1" to select "Modify."



2. Set to meet APA Levels of Heading formats. Rename the Style APA 1 (or a similar title that easily indicates the style). Alter the font style to match the style you are using throughout the text (usually Times New Roman), font size, bold/italics settings, alignment, and spacing. Refer to the APA Levels of Heading handout on the uc.edu/awc website for information about how to style each level. Repeat this step for Heading 1 – 5, modifying each heading number to correspond with APA levels 1 – 5.



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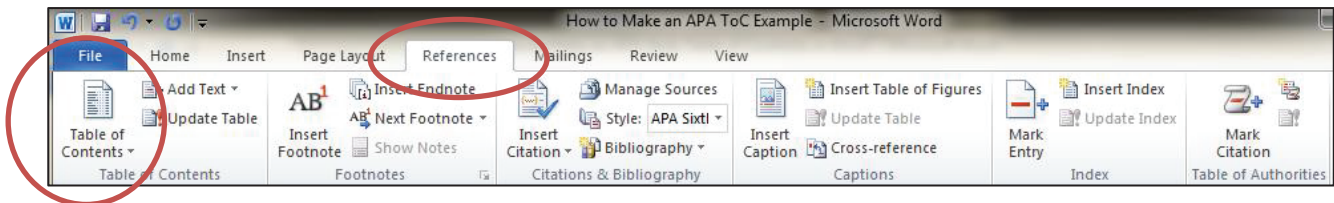
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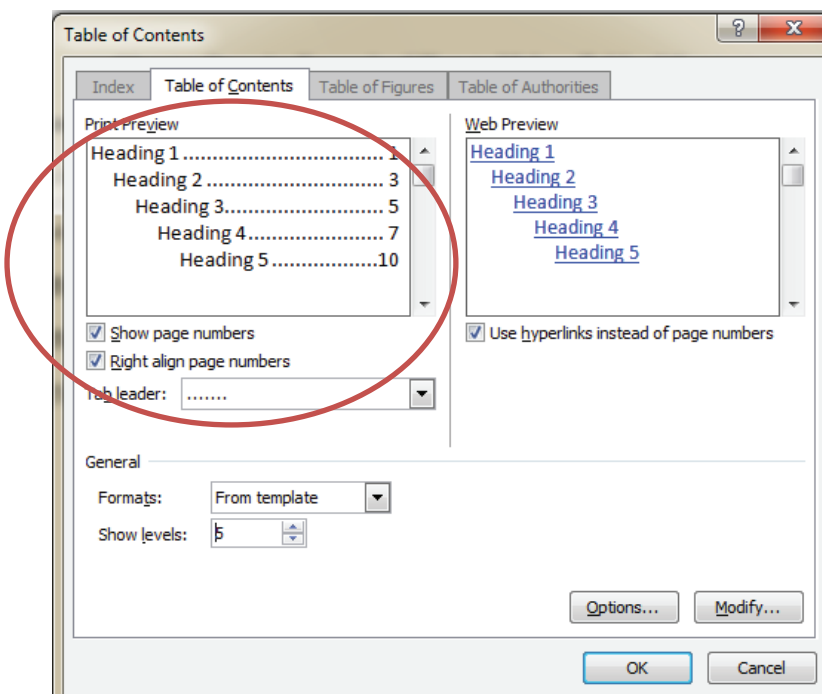
3. Go to the page where you wish to place your table of contents.

4. Place your cursor under the title of the TOC. Click on the References tab; then select Table of Contents.



5. Click Insert Table of Contents (also called “Custom Table of Contents” on other version of Word)

6. Adjust Table of Contents to ensure the following settings: Checks next to “Show page numbers” and “Right align page numbers.” Tab leader set to dots (not dashes). “Formats” section set to “From template” and “Show levels” set to “5.” Check with your advisor to make sure they want all five levels included in your Table of Contents; adjust accordingly.



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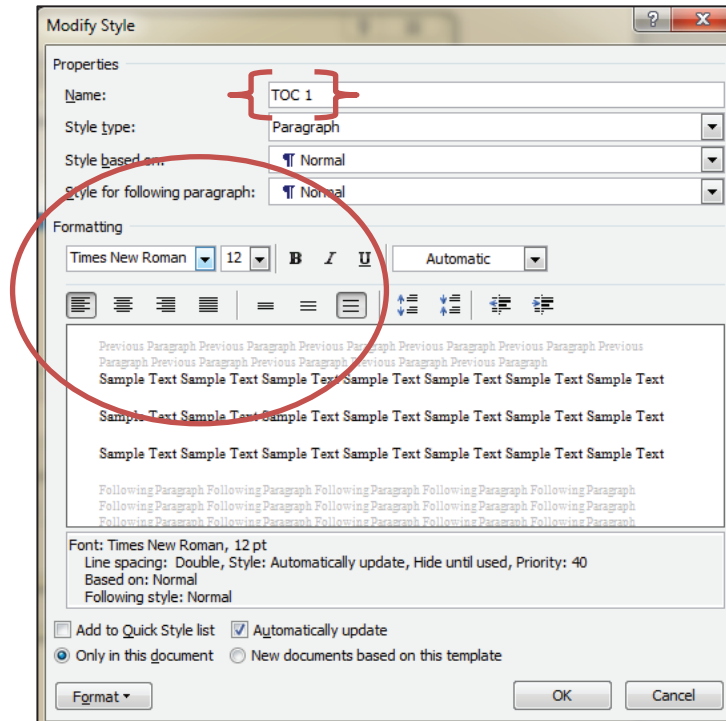
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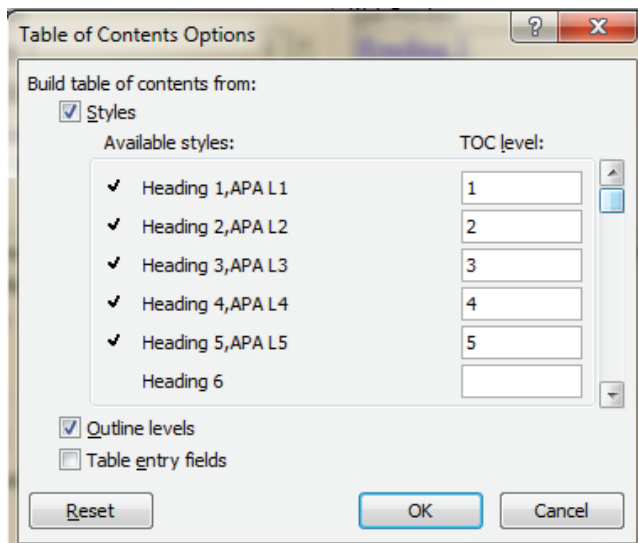


APA Style Table of Contents

7. From the Table of Contents box, click Modify, and then Modify again to set the TOC to APA format: Times New Roman (or the font you are using in your paper), 12 pt. font, double spaced. Repeat this step to modify the settings for TOC 1 – 5. Click OK.



8. Click on Options to make sure the TOC levels correspond to your customized Styles (in other versions of Word the default may be a different "Headings" style). Click OK.



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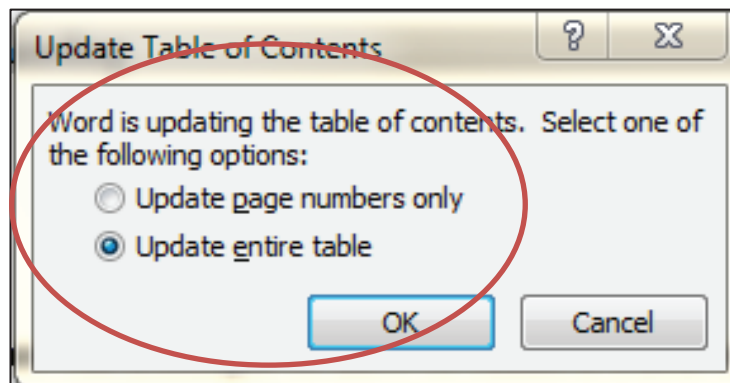
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9. Your TOC will appear. As you continue to write your paper you can update the TOC by right clicking on the Table and selecting Update field. Then select Update entire table to make sure the level headings are included. Click OK.



10. Title your TOC however it is recommended in your field (there are no APA or UC specific guidelines) – often people choose to write the title in the center of the page, in all uppercase letters, e.g.:

TABLE OF CONTENTS	
Chapter One: An Example of How to Make a Table of Contents.....	1
This is an Example of a Level Two Heading.....	1
This is a level three heading.....	1
This is a level four heading.....	1

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