Building a Table of Authorities

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This guide is to assist you in building a Table of Authorities using Word 2007.

Step One

Once you have completed your brief, make another copy of the document, highlighting all of the authority contained within the document. Print that document containing the highlighted authority and use it as you create your Table of Authorities. It is also a good opportunity to check to make sure that your citations are correct.

Step Two

Next, you want to return to your original document and block out your first reference and then click on the References Tab, as seen below.
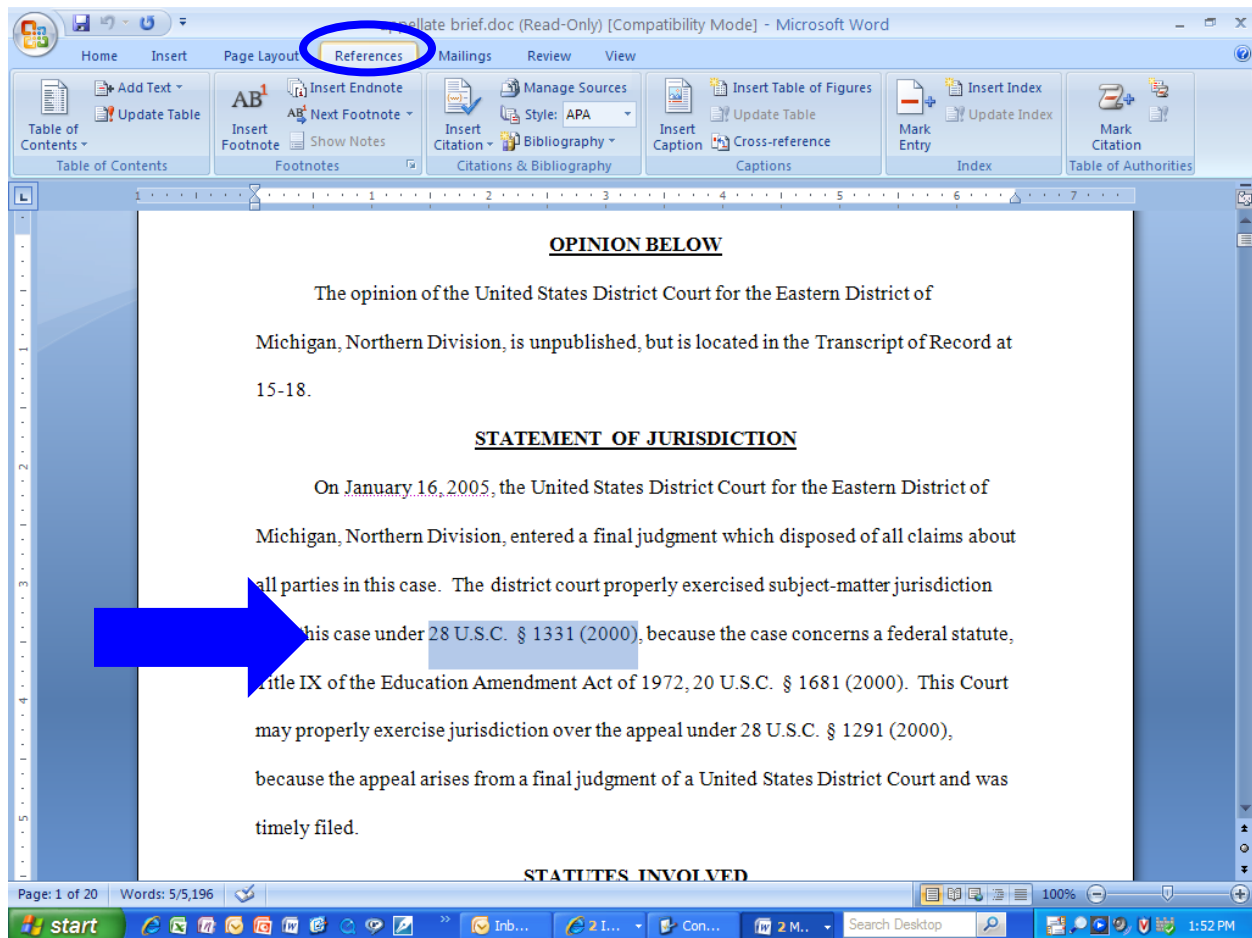
Step Three

You will notice that under the References tab, at the far right side, is a box called Table of Authorities, with three choices to choose from. You want to choose Mark Citation as seen below. The pop up screen which appears after choosing Mark Citation, lists the citation you previously highlighted in the selected text box, as well as in the short citation box.

Step Four
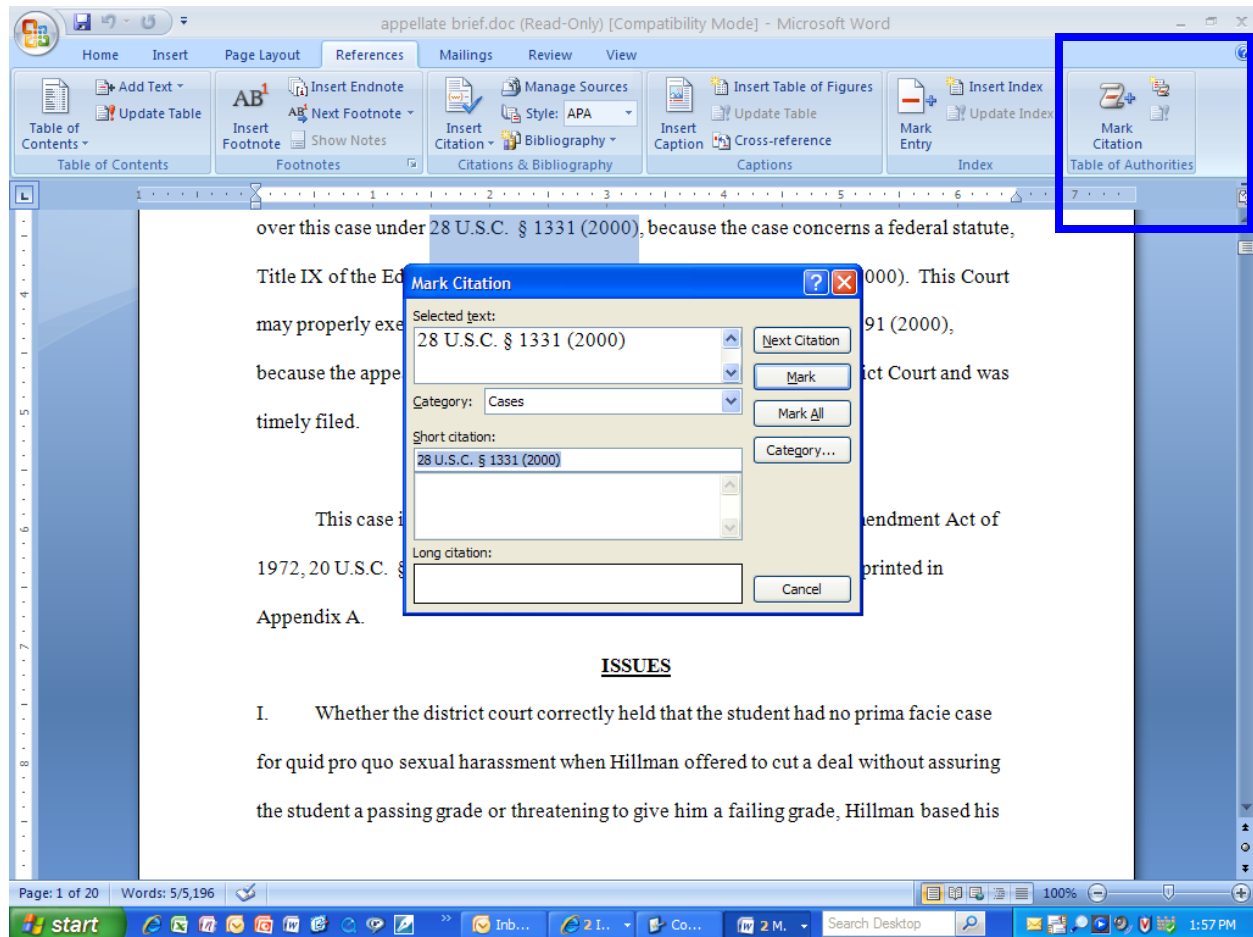
However, you notice that the category listed in the Mark Citation box is actually Cases. Since, the item selected is actually a statute you want to use the drop down menu and select the appropriate category – statutes.

Step Five

Once you have selected the appropriate category, in this instance, statutes, you then want to select Mark All and close the Mark Citation box. Then you are going to go the very next citation contained in your document and highlight it. In this instance, it is Title IX of the Education Amendment Act of 1972, 20 U.S.C. § 1681 (2000). Click on Mark Citation and the statute appears in the Mark Citation box. In this instance, you will want to edit the short citation to just Title IX since you know that it has been referred to in many instances in your document as Title IX. Once that is done, you want to select Mark All and then close the Mark Citation box.
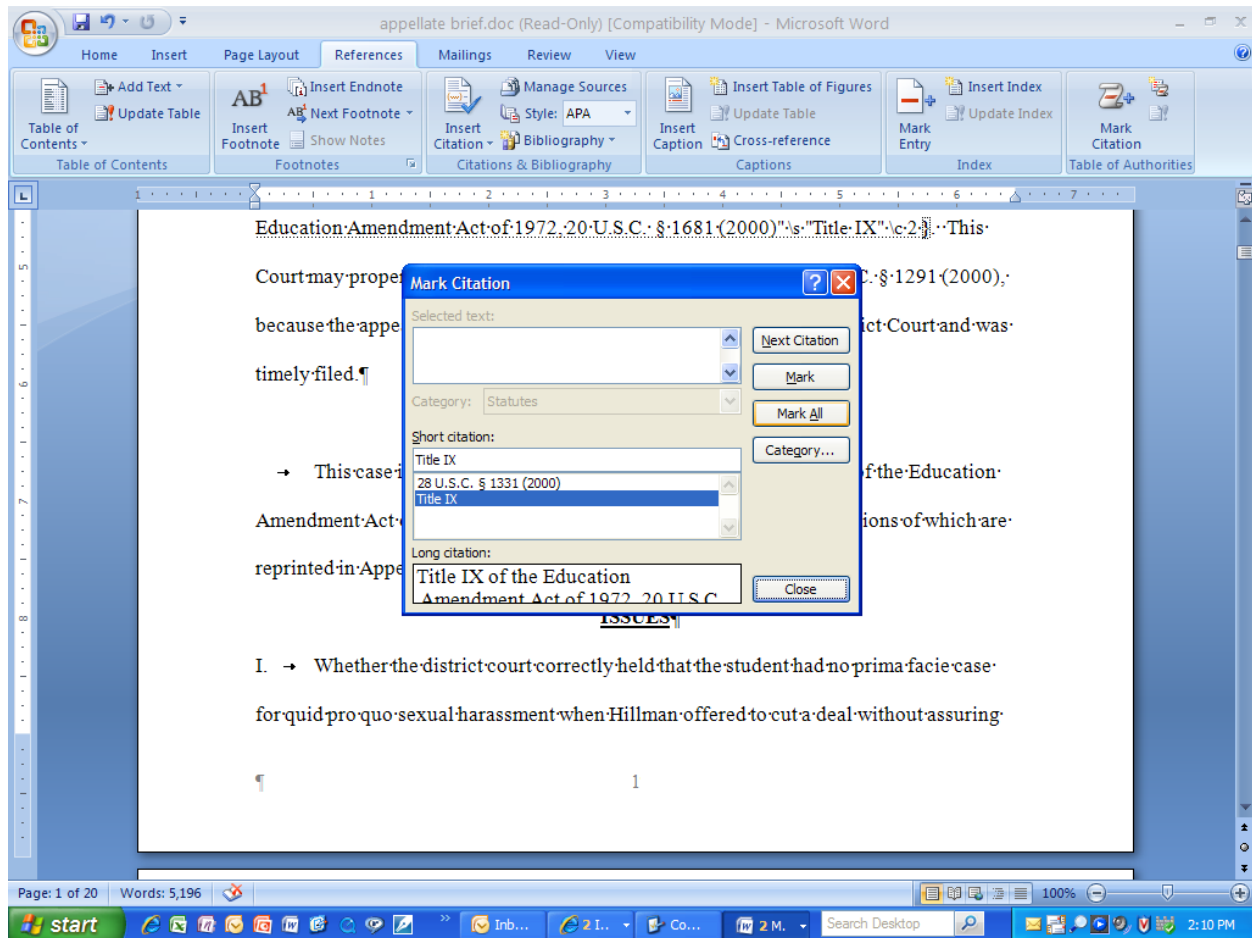
Now that you have seen how to select and mark statutes, let's try and select and mark some cases.

Step Six

First, you would scroll down in your document until you get to a case. As with statutes, you highlight the case and then select Mark Citation so that the Mark Citation dialog box opens. You will notice that when you do that, the category selected in the dialog box is the category of the last citation you highlighted which is a statute. Since we are now selecting cases, you need to make sure that the category you select is Cases.
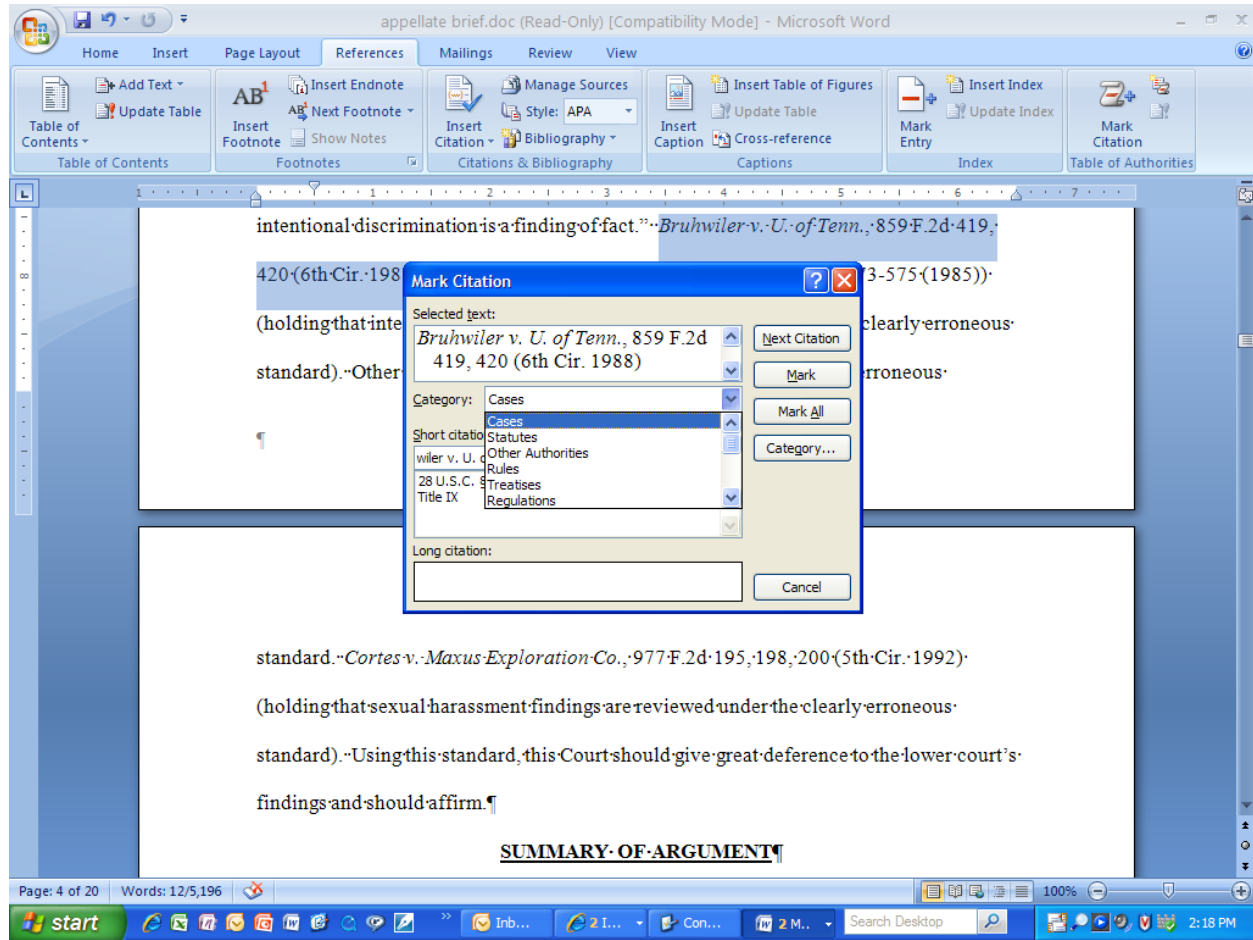
NOTE: Pinpoint citations do not belong in Table of Authorities, so make sure you remove the pinpoint citation before you mark the citation. Also, you will need to correct your short citation to reflect the first name of the case, as seen below. Once you have removed the pinpoint citation and corrected the short citation, as with statutes, you would select Mark All and then close the dialog box.
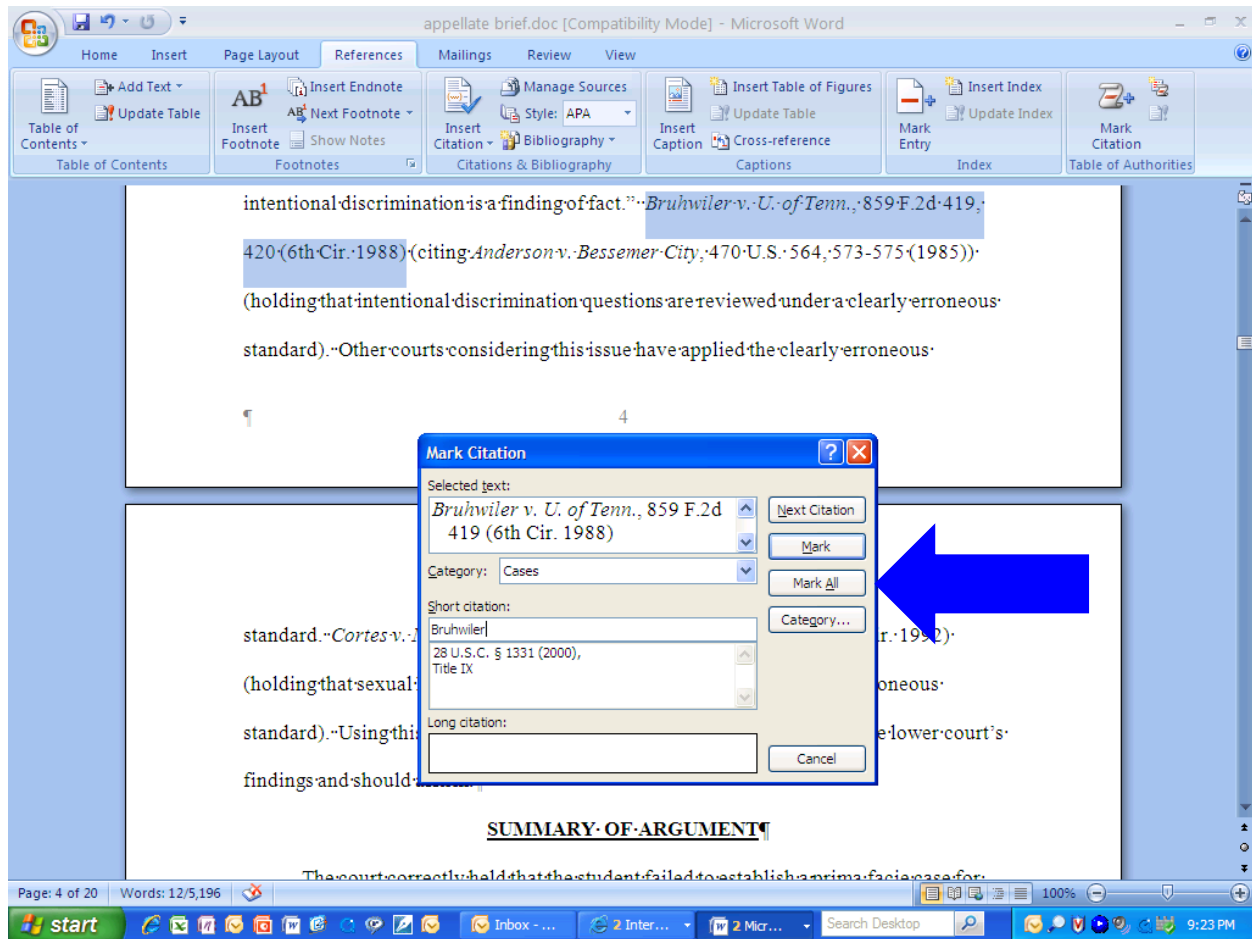
Step Seven

You would follow these same steps selecting all of the remaining cases in your document, removing the pinpoint citations and creating the short citation with the case name. Once all of the cases have been selected in your document, you are ready to generate your Table of Authorities.

Step Eight

To generate the Table of Authorities, you want to return to the beginning of your document. Scroll down a few spaces and enter the title "Table of Authorities." Then you return to the References Tab and click on the Insert Table of Authorities symbol shown below.
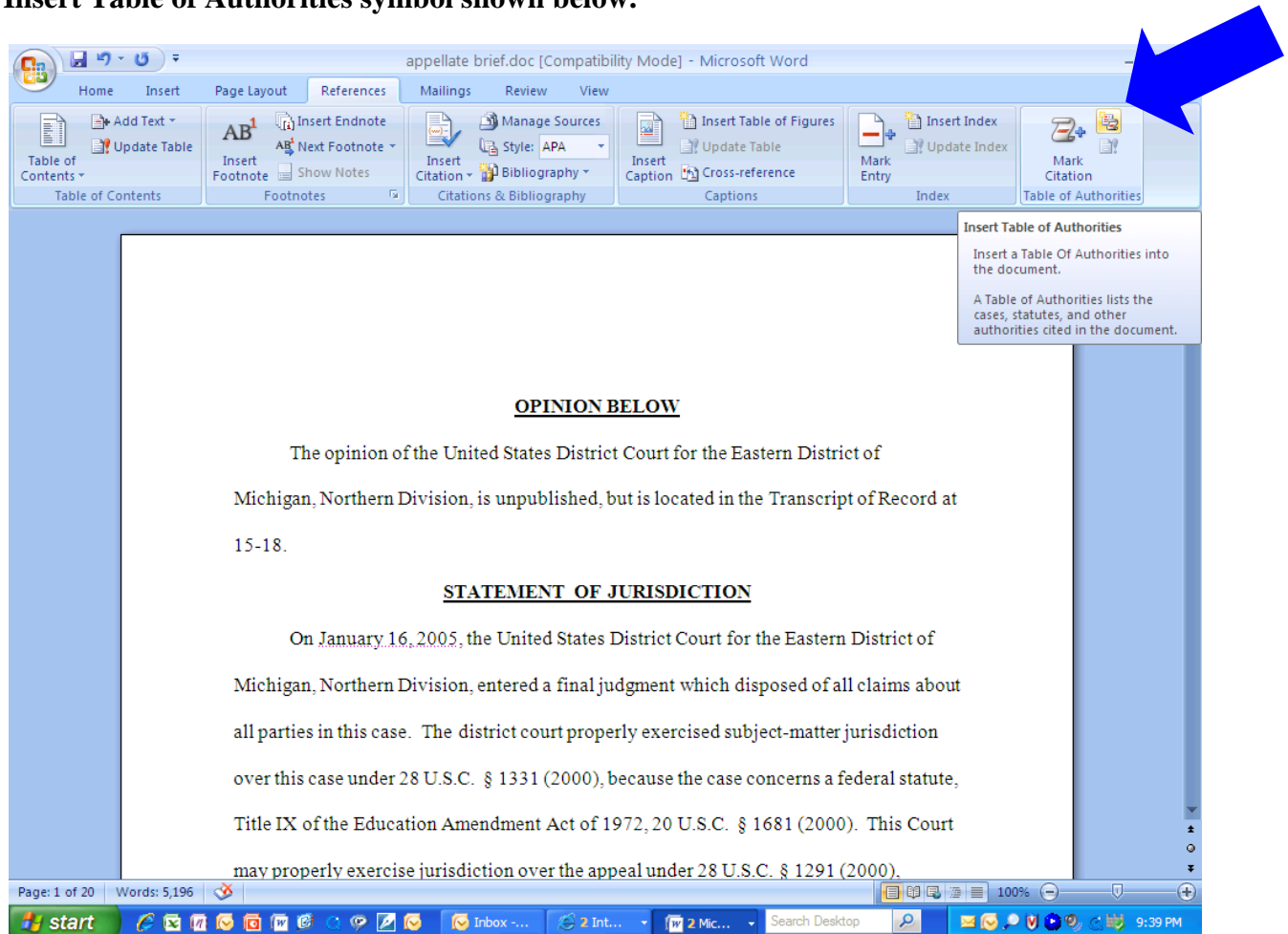
Step Nine

The Insert Table of Authorities dialog box opens as shown below. Make sure you keep the Use passim and keep original formatting radial buttons selected. Make sure you have All selected under Category and then click OK and the Table of Authorities is generated.
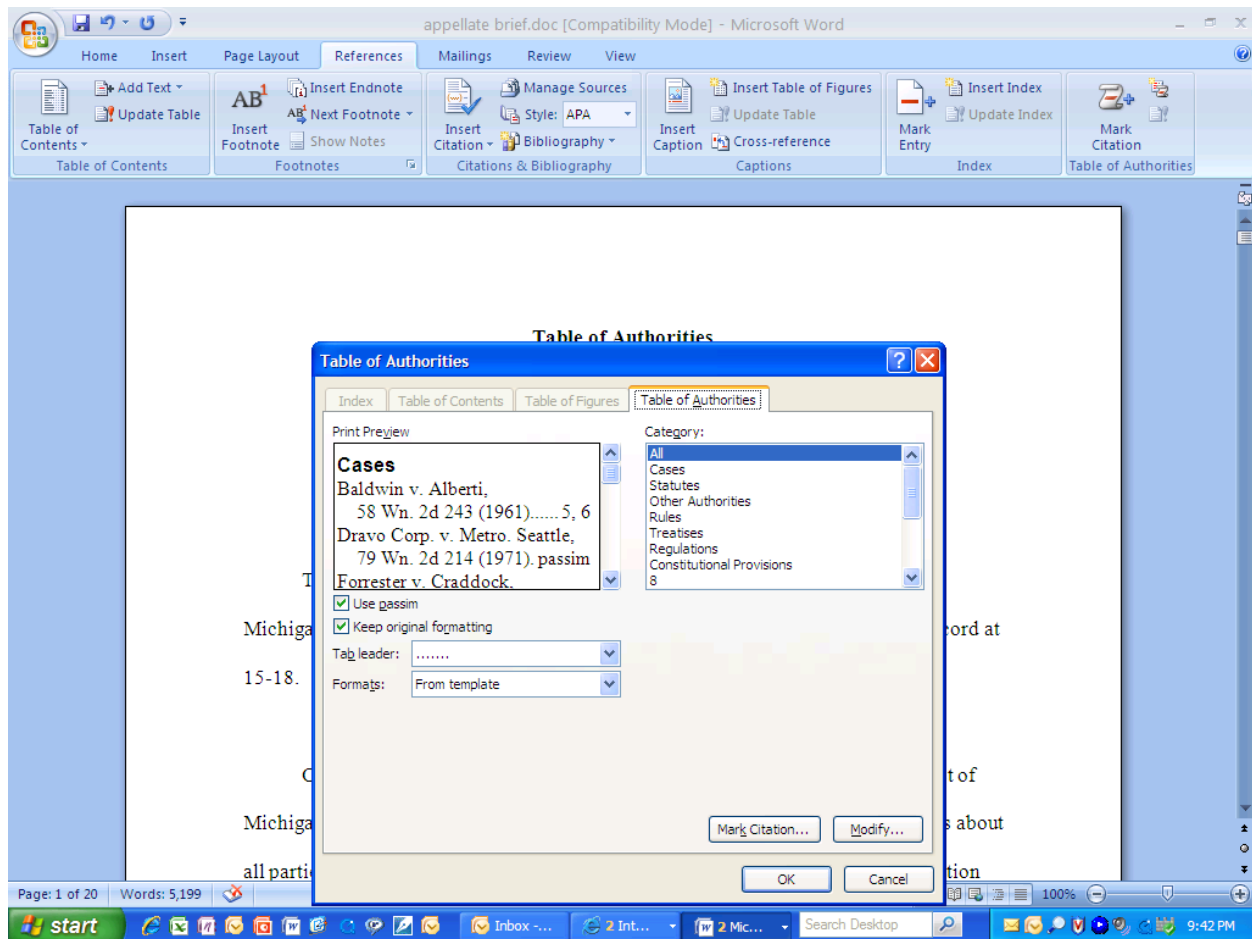
Step Ten

You know have your Table of Authorities. If you change the Table of Authorities, you may use the Update Table of Authorities feature to make the necessary changes, as seen below.