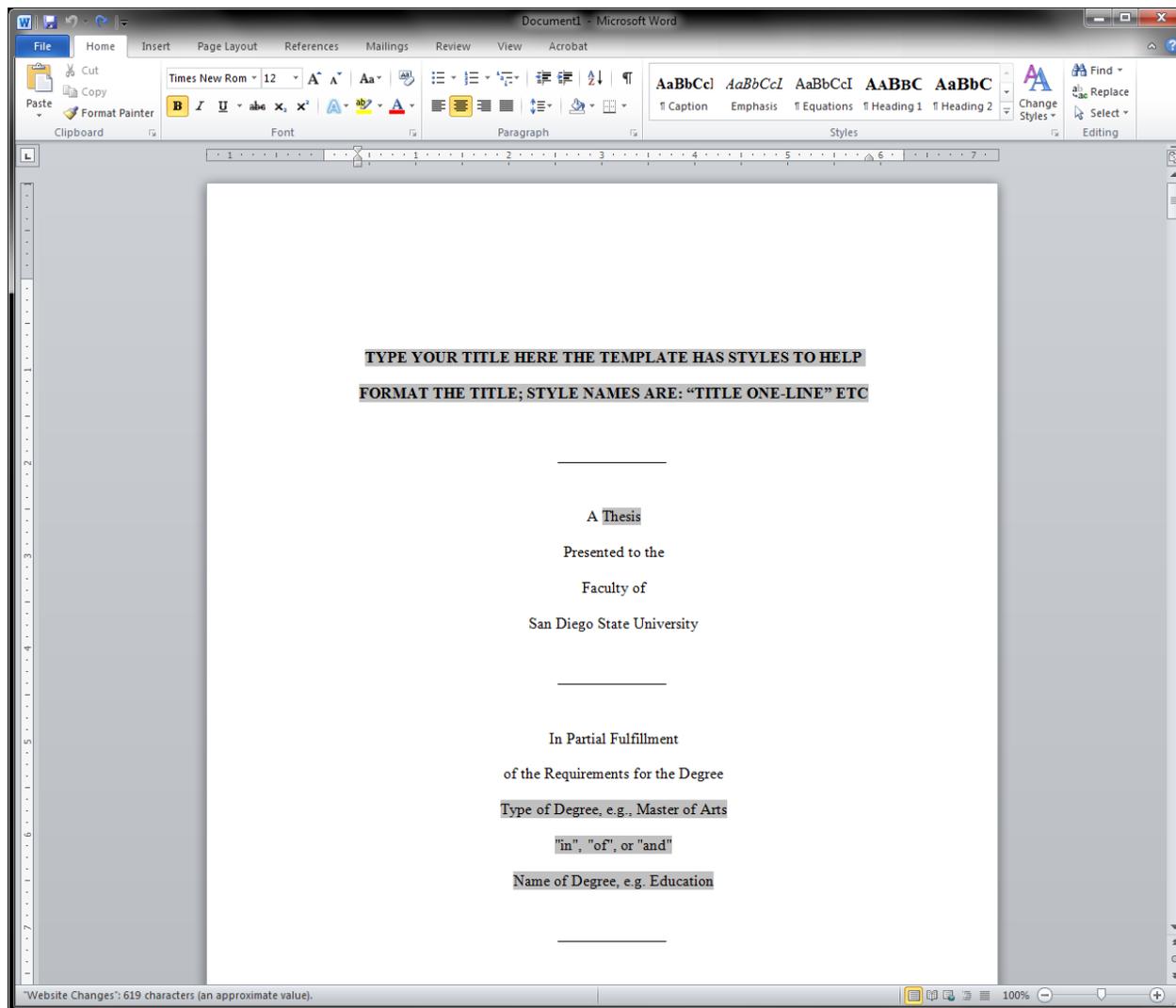


Generating a Table of Contents (TOC)

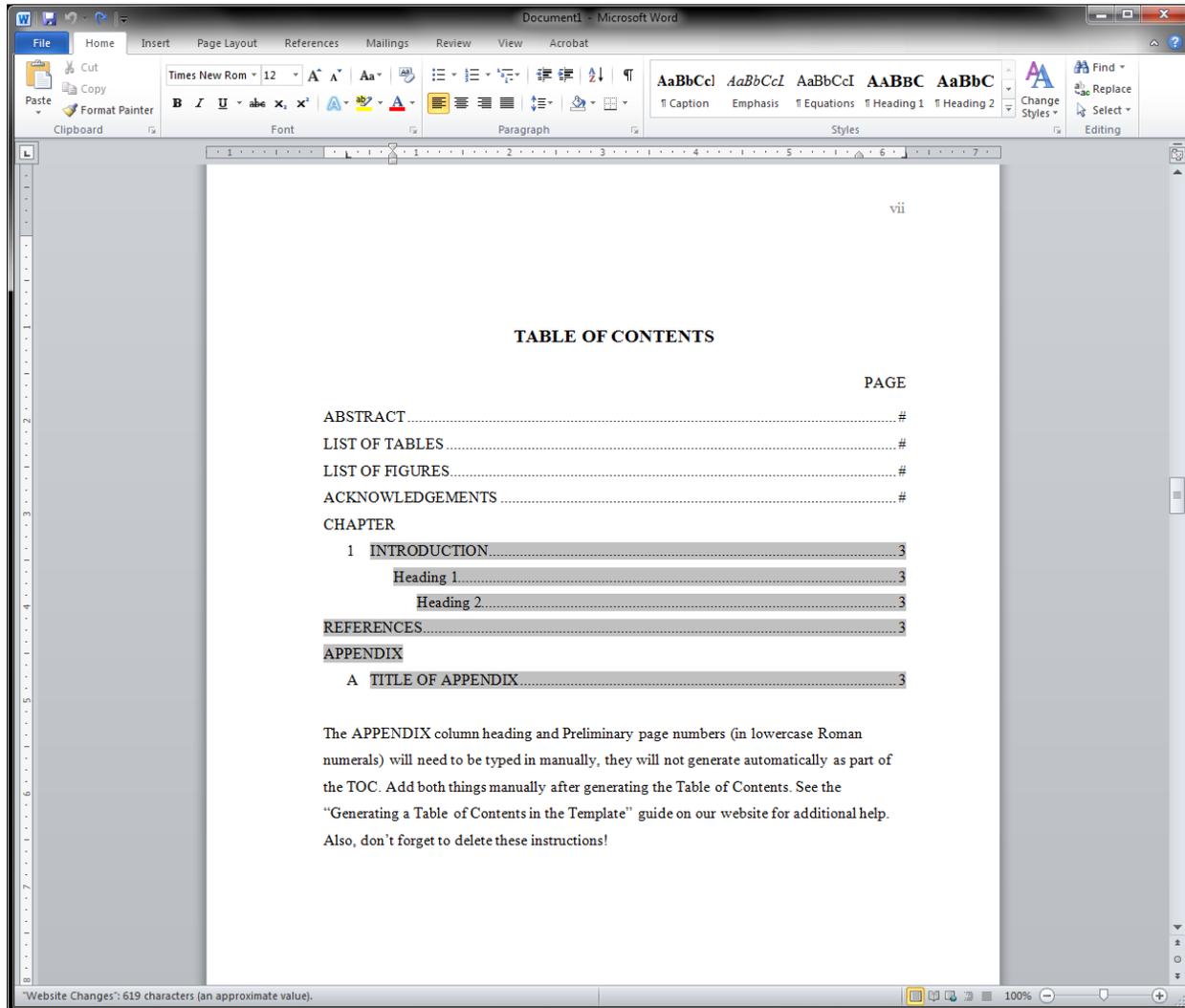
In order for this function to operate properly, the document must have been typed in or subdocument imported into the SDSU Template, and all appropriate styles must be applied for headings, table titles, figure captions, etc. The images for this guide were created on a PC using Microsoft Office Word 2010.

1. Open your document



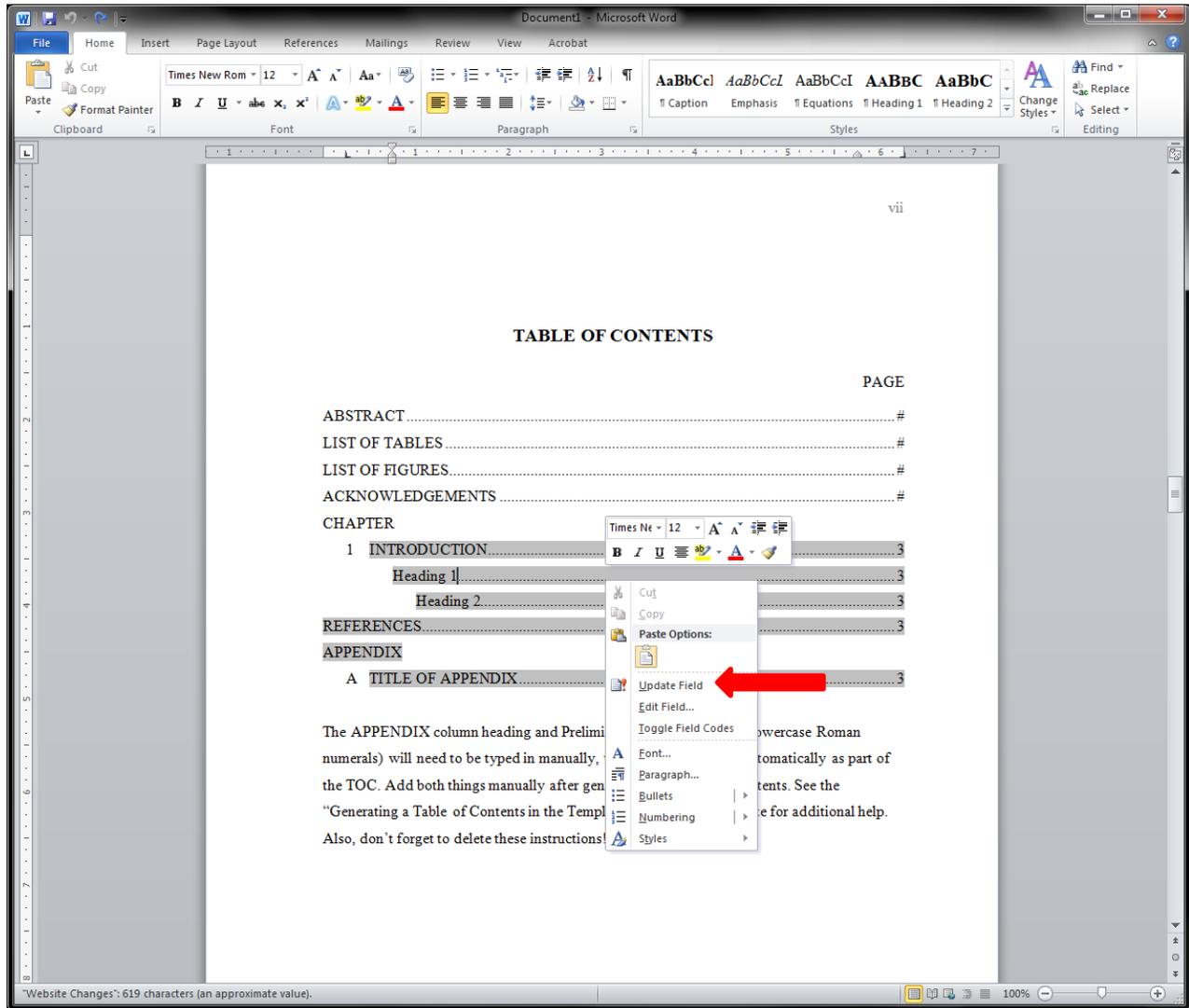
Scroll down to the table of contents (TOC). This will appear between the abstract and the list of tables/figures. **The correct styles must be applied to the entire document in order for the next steps to function properly.**

2. Click on the Table of Contents



This is the TOC in the SDSU Thesis Template. When the first chapter is clicked on, the field will darken. This means that the field is linked and can be matched with your chapter and section headings (as long as the correct styles are applied in text).

3. Right Click on the Field

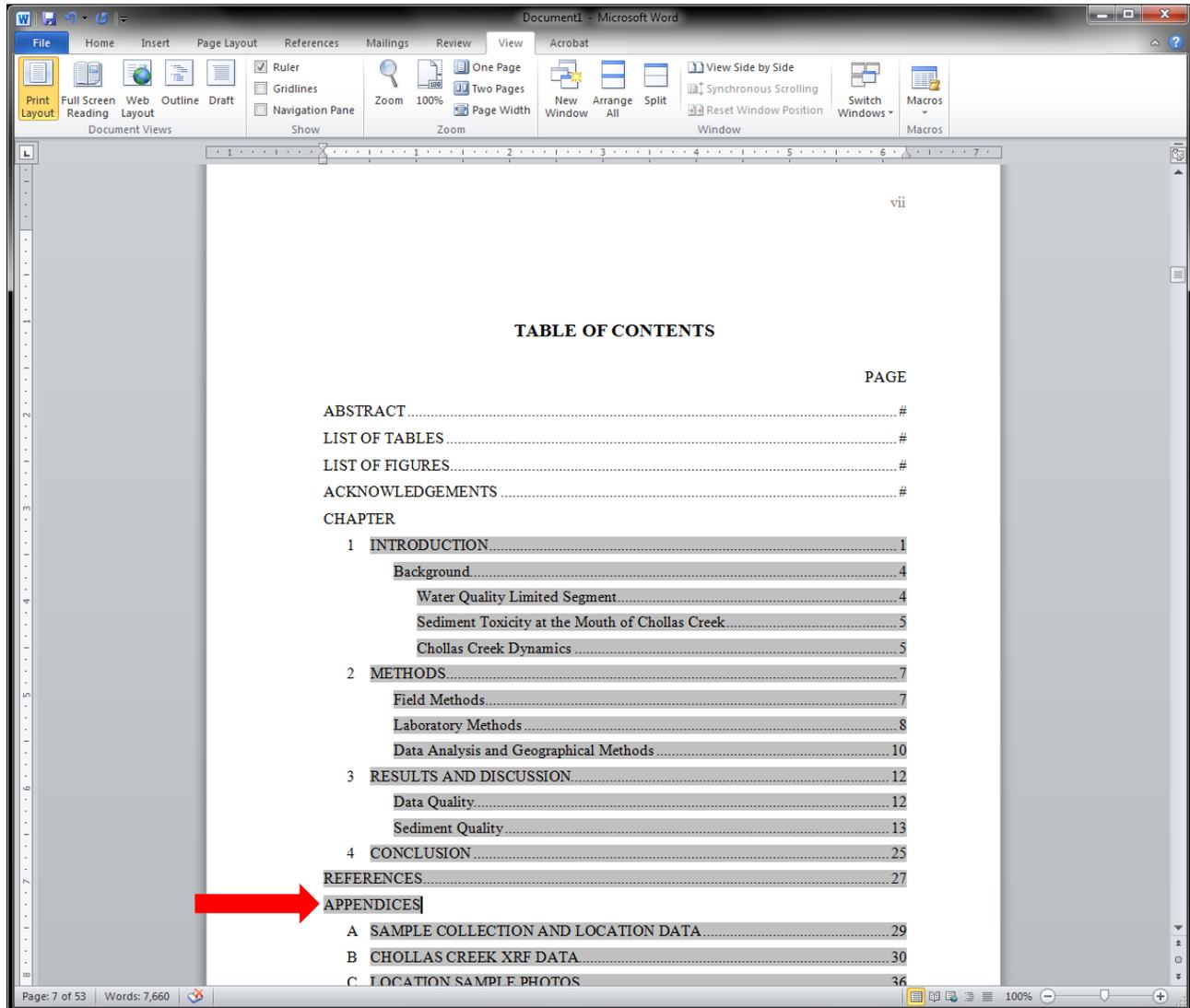


Right click on the field and select “Update Field”. Selecting this option will bring up a box with two options: (1) “Update page numbers only” and (2) “Update entire table”. The first time you do this you want to select option 2. Updating the entire table will add all headings, subheadings, and appendix titles.

If there are sections missing, or the indent levels are incorrect after the TOC has been updated, then you must go through your document and verify that the correct styles have been applied to the sections in question. Make any necessary corrections and “Update entire table” again.

*Preliminary page numbers will need to be typed in manually in lowercase Roman numerals. They will not generate automatically as part of the TOC.

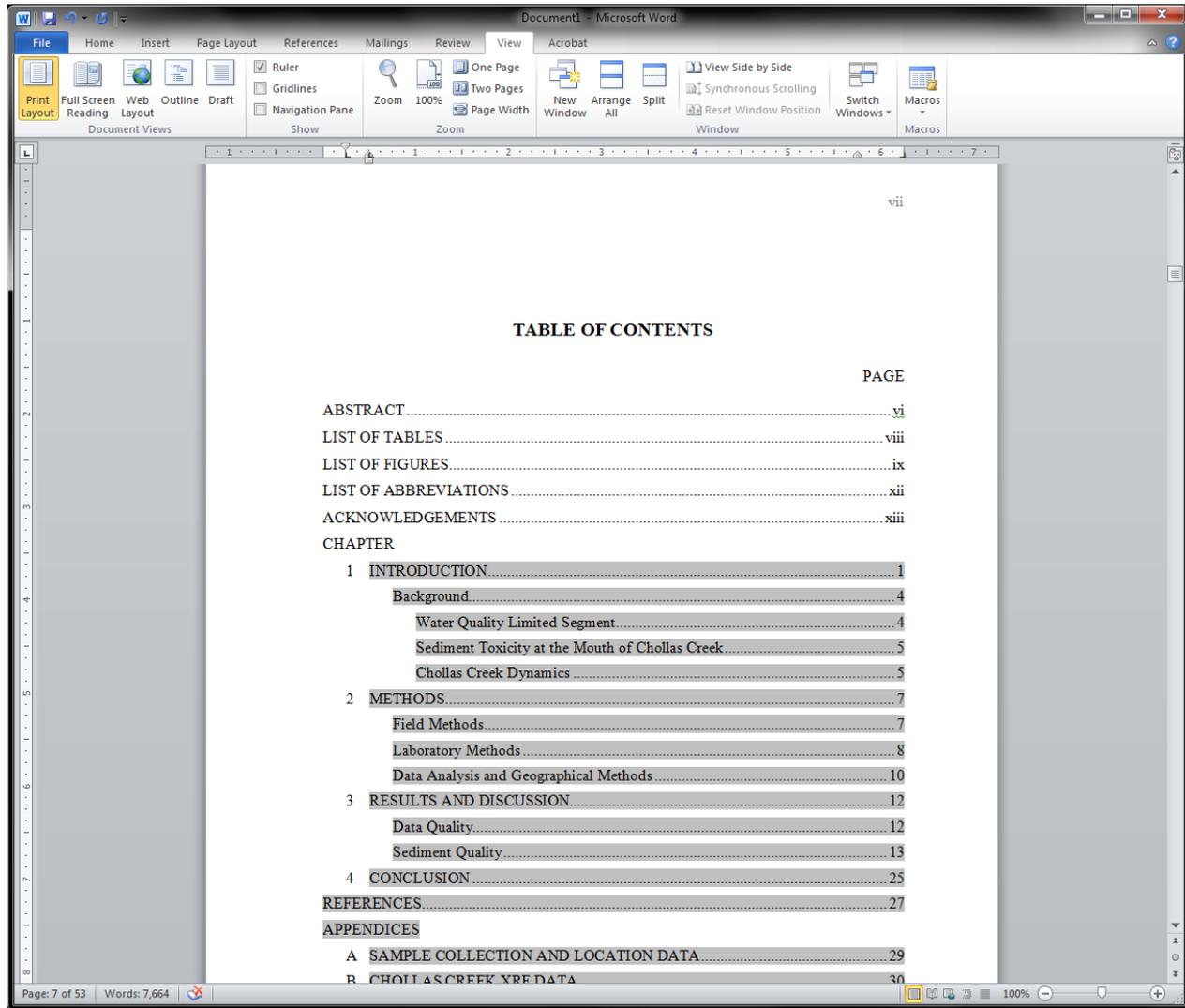
4. Updated Field, Add Appendix Line



This example shows a table of contents for a thesis using chapter style. Once the entire table has been updated it will look similar to this. If a document contains an appendix, the line item “APPENDIX” or the plural “APPENDICES” can be added manually below “REFERENCES”. Updating the TOC does not automatically generate this entry. This will not have a dot leader or page number. If there is only one appendix, there is no need for alphabetical labeling.

Occasionally, the required chapter numbers will be missing after updating the table of contents. Make sure that numbers are in sequential order and correspond to the correct chapter. Verify that the chapter titles and headings are properly capitalized.

5. Add or Delete Preliminary Pages



Any additional pages such as glossaries must be added manually to the preliminary pages section of the table of contents. Add an extra line and type in the preliminary title (in ALL CAPS). Hit tab and a dot leader should appear. Delete any unused line items if they do not apply to your document. Add all corresponding page number in lowercase Roman numerals.

6. Verify the Table

Check the entire table of contents for the correct spelling, capitalization, indent levels, and page number alignment. Preliminary pages use lowercase Roman numerals. When there is more than one appendix, the appendices are labeled consecutively in uppercase letters in the order in which they are mentioned in text. Chapters and headings must list the correct corresponding page number. Page numbers in the main body of the thesis must be Arabic. If there are any issues with the formatting of the table of contents, verify the style of line item in text and update the entire field again. **Remember**, you will have to manually enter the line item for the appendix every time you update the entire field.