Generating a Table of Authorities

A Table of Authorities is a list of references in a legal document, along with the numbers of the pages on which the references appear. Word looks for cases, statutes, rules, treatises, and constitutional provisions to generate a table of authorities. You can also mark any additional authority.

Step 1

Type your legal document, including all the cases, statutes, rulings, treatises, regulations, and Constitutional provisions that you will cite. You may either mark the citations as you type, or finish the paper and go back through it, marking the citations when done.

Step 2

Highlight the citation that you wish to mark. In Word 07, go to *References*. Using the "Table of Authorities" tab at the top of the dialog box, click the "Mark Citation" button. [In other versions, choose "Insert" on the menu bar, navigate to "References," and click on "Index and Tables."]

Choose the category of your citation from the drop-down list (e.g., case, ruling, regulation). Then create a "Short citation," which is used to identify following references in your brief; this is usually an annotated version of the "Long citation" used when the cite is referenced more than once within the document. Click "Mark" or "Mark All" (depending on whether you want to include all references to this particular citation in the table of authorities or just this one instance). This adds the Word coding into your document for including the case (long and short references) in your Table. (Remember to use the Show/Hide button to see your coding; this is helpful if you wish to remove a cite from your table.)

Step 3

Click "Next Citation" to continue to your next reference. Word searches for symbols and terms such as *in re, v., Id., Supra, Infra, Cong., Sess.,* and *§*, as well as dates in parentheses "(1950)." You can also manually find your next cite, highlight it, and return to the Mark window; you do not have to close "Mark Citation" to select the next entry.

Mark each citation you wish to include. Click the "Close" button to return to your document when done. You may want to do a manual scan of the document to ensure Word correctly picked up all citations. You can return to "Mark Citation" at any point and add more entries; be sure to use the "Update Table" button when finished if you need to update an already-existing table.

Step 4

Move your cursor to the point in your document where you wish the table to appear. On the References tab is a button for "Insert Table of Authorities." [In other versions of Word, choose "Insert" on the menu bar, and navigate to "References," then click on "Index and Tables." Choose the "Table of Authorities" tab at the top of the dialog box.] Make sure the Category type is set to "All" if you wish your table to include all types of legal citations. Select whether you wish to use *passim* and other formats. Press "OK." Word creates a table of authorities using all your marked citations, organized by citation type.

"Passim": If checked and a citation is referenced on more than 5 pages, Word will put the word "passim" in place of page numbers. If unchecked, Word lists all referenced pages, no matter how many there are.

Formatting your Table: Remember that Word "styles" control the formats. There will be a style for Table of Authorities, and a second style called TOA Heading. Use your "Styles" dropdown to find these, then click each style's dropdown to locate "Modify." This is where you can adjust your font, size, etc.