Word 2010:

Material adapted from Microsoft Word Help

Table of Contents, Citations, and Footnotes
Today, I Learned . . .

- What are Headings and Styles
- Create or Modify Headings and Styles

- What is a Table of Contents
- Insert a Table of Contents
- Update the Table of Contents

- What are Footnotes and Endnotes
- Insert a Footnote or Endnote
- Edit and Delete a Footnote or Endnote

- What are Citations
- Insert a Citation
- Edit and Delete a Citation
What are Headings and Styles?
Headings are used to help with auto-updating the Table of Contents. By giving certain text a heading, it will automatically be updated with its corresponding page number in the Table of Contents. The Styles group found under the Home tab offer several preformatted Heading styles.

To Apply a Heading Style:
1. Select the text that you want to format.
2. On the Home tab, in the Styles group, select the desired heading style from the Quick Styles gallery or from the Styles pane.

To Create a New Style:
1. Select the Home tab → Click the small arrow in the lower-right corner of the Styles group.
2. Select Create a Style from the drop-down menu that appears.
3. In the Create New Style from Formatting dialog box, type a name for the new style in the Name box, select desired options, and then click the OK button.

Note: If you want to use formatted text as the basis of a new style, select the text before you click the New Style button. The dialog box will open with the attributes of the selected text already specified— you only need to type a new name for the style.

To Modify an Existing Style:
1. Select the Home tab
2. Right-click over the Style you wish to modify → Select Modify...
3. Make the appropriate modification → Click OK
Table of Contents, Citations, Footnotes

Note: All text formatted with that particular style will be updated automatically.

What is a Table of Contents?
A Table of Contents provides an overview of the document usually by demonstrating what page number a certain topic can be found. The Table of Contents in Word allows you to insert pre-written headers in your document and then add a table based on those headings.

Insert a Table of Contents:

1. Select the References tab.
2. Click Table of Contents from the Table of Contents group.
3. Select one of the drop-down options to insert a Table of Contents.

For New Documents or Existing Documents without Headings, the default Table of Contents will look similar to:

Update the Table of Contents:

1. Apply the Heading Style to text you wish to appear with its corresponding page number in the Table of Contents as you go.
2. Select the References tab → Click Update Table from the Table of Contents group. This will automatically update the Table of Contents with the page number and text of any item with the Heading Style applied to it.

After the Headings have been applied and the Table of Contents has been updated, the table should look like similar to this:

To Remove a Table of Contents:

1. Select the References tab → Click Table of Contents from the Table of Contents group.
2. Select Remove Table of Contents from the drop-down menu.
What are Footnotes and Endnotes?
Writers use Footnotes and endnotes in documents to explain, comment on, or provide references to something they’ve mentioned in a document. Usually, Footnotes appear at the bottom of the page and endnotes come at the end of the document or section.

Insert a Footnote:
1. Select the References tab.
2. Place the cursor next to the item you wish to note.
3. Click Insert Footnote from the Footnotes group.
4. After the cursor appears under the small horizontal line, edit the Footnote.
5. Once you’ve completed editing the Footnote, click in the main body of your document to continue working.

Insert an Endnote:
1. Select the References tab.
2. Place the cursor next to the item you wish to note.
3. Click Insert Endnote from the Footnotes group.
4. After the cursor appears under the small horizontal line, edit the Endnote.
5. Once you’ve completed editing the Endnote, click in the main body of your document to continue working.

To Edit a Footnote or Endnote, do one of the following:

1. Double-click the superscript number to send your cursor to the corresponding Footnote or Endnote, then edit accordingly.
-or-
2. Click Show Notes from the Footnotes group to send your cursor to the notes area for editing or click Next Footnote to send your cursor to the proceeding Footnote.

To Delete a Footnote or Endnote: Highlight the note or the corresponding superscript number and select Delete on your keyboard.
What are Citations?
Citations allow you to credit a source of information by referencing the book, article or other material it comes from. You can choose from a list of saved sources, or add a new one. Word will format citations according to your selected style.

To Choose the Citation Style such as APA, MLA, or Chicago:
1. Click References > the Style dropdown arrow and choose the appropriate style for your document.

To Insert a Citation or Placeholder:
Within the body of your paper, place your cursor at the end of the citation, then
1. Click References > Insert Citation > Add New Source to enter the source information.
2. If you do not have all of the information needed to complete the citation at the time, insert a Placeholder, and complete the source information later. A ? appears next to placeholder sources in the Source Manager.

To Create a Bibliography, References, or Work Cited Page:
After adding your citations, at the end of the document,
1. Click References > the Bibliography dropdown arrow and choose the type of list you desire.
To Organize and Update Citations:

1. Click **References > Manage Sources**

You can edit and remove sources, search for new sources, and preview how your citations will appear in your document.

If you open a new document that does not yet contain citations, sources used in previous documents appear under **Master List**.

If you open a document that includes citations, the sources for those citations appear under **Current List**.

**To Find a Specific Source, do one of the following:**

1. In the **Search** box, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.

2. In the **Sort** box, sort by author, title, citation tag name, or year, and then search the resulting list for the source that you want to find.

3. Click the **Browse** button to select another Master List from which you can import new sources into your document. For example, you might connect to a file on a shared server, or on a Web site that is hosted by a university or research institution.