A Table of Authorities lists the legal citations in a legal document and the corresponding pages where the citations appear.

WHERE?

TABLE OF AUTHORITIES CAN BE ACCESSED ON THE TABLE OF AUTHORITIES SECTION OF THE REFERENCES TAB.

MARK CITATIONS

To generate a table of authorities, first you must mark your citations:
(1) Find your first citation in your document.
(2) Go to the References tab and click Mark Citation in the Table of Authorities features.
(3) In the Selected Text box, edit the full citation exactly as you want it to appear in the Table of Authorities.
(4) Use the drop down arrow next to the Category field to select the type of authority (case, statute, etc.)
(5) Use the Short Citation field to input the correct short citation form.
(6) Click on Mark All if the citation appears more than once in the document or click Mark if it only appears once.
(7) Click Close.
(8) Continue marking citations.

Note: it is helpful to display all non-printing characters while marking your citations. Do this by clicking the paragraph symbol located in the Paragraph group of the Home tab.

CREATE A TABLE OF AUTHORITIES

To create a Table of Authorities:
(1) Click once in your document where you want to place your Table of Authorities.
(2) Go to the Table of Authorities section of the References tab.
(3) Click on the Insert Table of Authorities button.
(4) When the dialog box appears, go to the Category field and select the categories of citations that you want to include in your Table of Authorities.
(5) Use the drop down arrow next to the Formats field to select the format of your table.
(6) Click OK and your Table of Authorities will be inserted.

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