

TABLE OF CONTENTS AND TABLE OF AUTHORITIES

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Writing Center Teaching Fellow

Topics we will cover

- Table of Contents
 - Headings and Styles- the secret to success
 - Formatting
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 - Marking your authorities
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– Making your point from the beginning

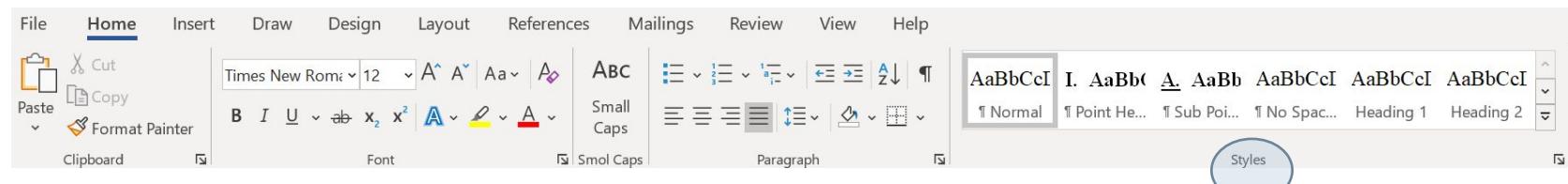
- A roadmap of your brief
- Directions for where you will take your paper
- Never too early to start persuading

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Creating the Table

- Heading 1
- Heading 2



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STATEMENT OF THE CASE

Procedural Disposition

Styles

- Clear All
- co_hl
- Normal
- Point Headings
- Sub Point Heading
- No Spacing
- Heading 1**
- Heading 2
- Heading 3

Show Preview
 Disable Linked Styles

A+ **A** **A** **Options...**

How to change Headings

Look under the “Styles” tab on the home page in word.

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Headings from
the same
“level”

Content that belongs
together thematically stays
on the same level.



Nesting your Headings

For each of the next “headings,” select the level you want.

File Home Insert Draw Design Layout References Mailings Review View Help

Cut Copy Format Painter Clipboard

Times New Roman 12 A A A A A A ABC Small Caps Smol Caps

B I U ab x₂ x² A A A Paragraph Styles

Normal Point Headings Sub Point Headings No Spacing Heading 1 Heading 2

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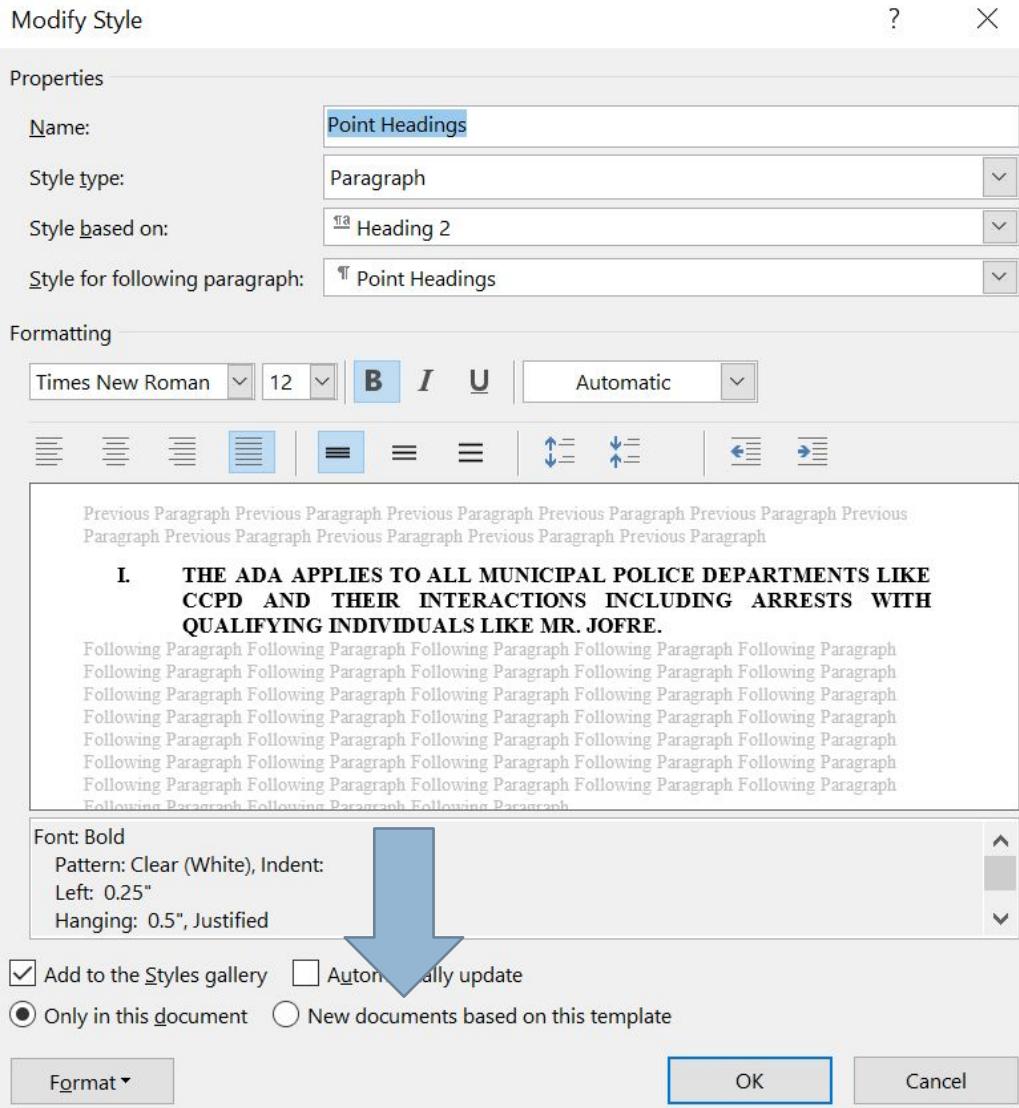
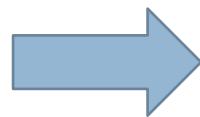
III. THE ADA APPLIES TO ALL MUNICIPAL POLICE DEPARTMENTS AND THEIR INTERACTIONS INCLUDING ARRESTS OF QUALIFYING INDIVIDUALS LIKE MR. JOFRE.

A. When CCPD officers tackled Charles Jofre to the ground and during an arrest their actions contravened the mandate of the Act.

Title II of the ADA requires broad application to all actions undertaken by public entities,

Creating New Styles

You can also choose to create new styles of headings



Creating New Styles

Format the style to conform to your professor's parameters

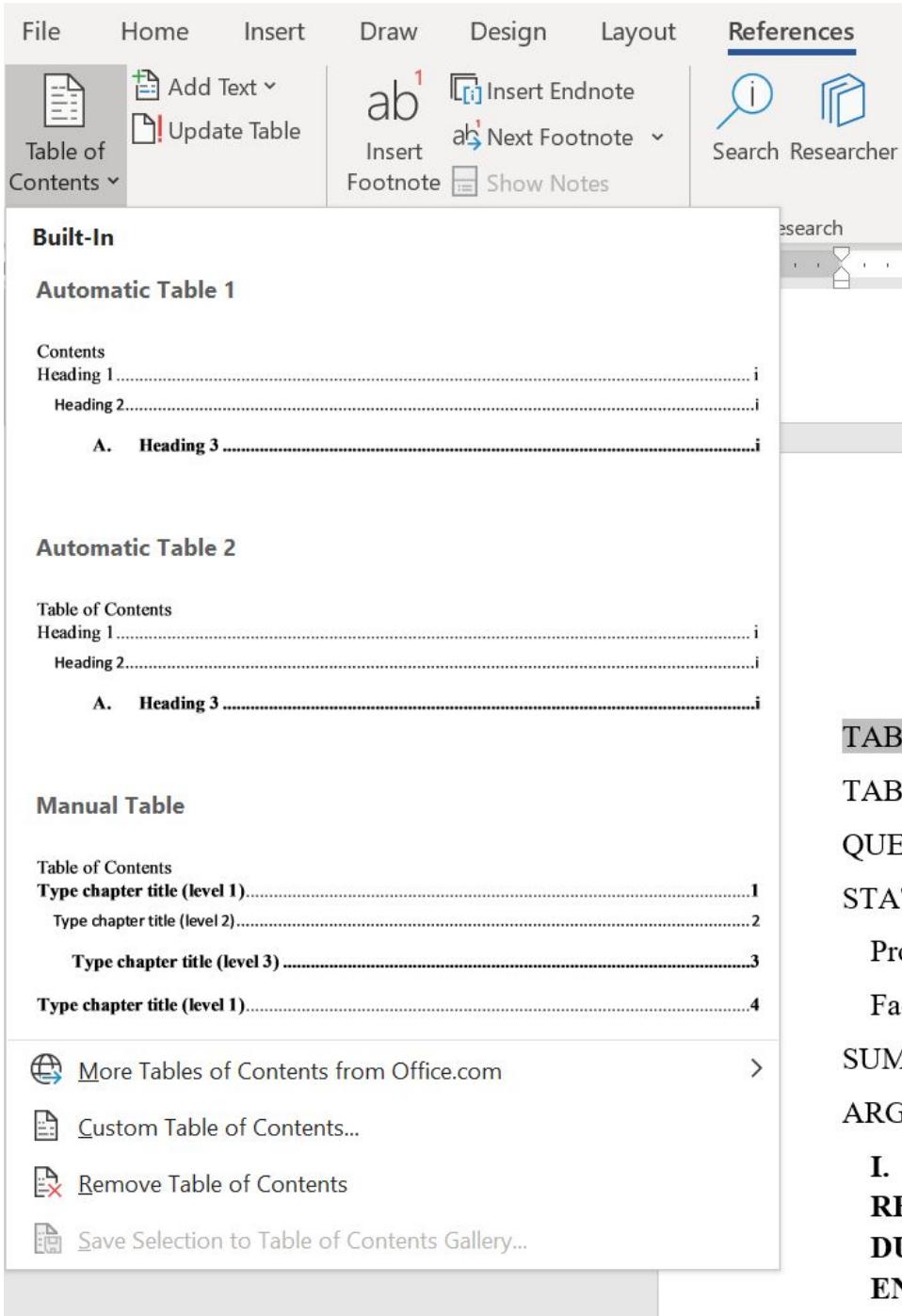
Add it to the Styles gallery!
Save yourself time in the future!



The screenshot shows the Microsoft Word ribbon with the 'References' tab selected, indicated by a blue underline. The ribbon tabs include File, Home, Insert, Draw, Design, Layout, References, and a partially visible 'Mail'. On the far left, there is a circular icon for 'Table of Contents' with a document icon inside, which is also reflected in the 'Table of Contents' button on the ribbon. The 'References' tab has several options: 'Insert Endnote' (with a red '1' notification), 'Next Footnote' (with a red '1' notification), 'Show Notes', and 'Research' (which includes 'Search Researcher'). The 'Footnotes' tab is also visible below the main ribbon.

Creating the Table

Under the References tab,
the table of contents will be
the first option



Built-In

Automatic Table 1

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Heading 1.....i
Heading 2.....i
A. Heading 3

Automatic Table 2

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Heading 1.....i
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A. Heading 3

Manual Table

Table of Contents
Type chapter title (level 1).....1
 Type chapter title (level 2).....2
 Type chapter title (level 3)3
 Type chapter title (level 1).....4

> More Tables of Contents from Office.com
Custom Table of Contents...
Remove Table of Contents
Save Selection to Table of Contents Gallery...

Creating the Table

A drop down menu will appear- select the table that works best for you

You can also create a custom table

It won't be perfect- that's ok!
That's what formatting is for

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Drop in your Table of Contents

Word will drop in your table of contents wherever your cursor is on the page.

If you move a section or write more, you can update the table.

But CAUTION: if you have already formatted the table, you will have to re-do some of that formatting



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Table of Authorities— putting weight behind your arguments

- Cases
- Statutes
- Regulations
- Other Authorities
 - All the stuff that doesn't fit other places!

Table of Authorities

- Complete it at the end of your brief!
 - Otherwise, you might:
 - Forget to mark a citation
 - Forget to delete a pincite
 - Forget to update the table
 - Need to change the whole citation because a long cite changes to a short cite ... or *Id.*
 - It is a pain
 - Welcome to being a lawyer

ARGUMENT

I.

TITLE II OF THE AMERICANS WITH DISABILITIES ACT REQUIRES REASONABLE ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES DURING ENCOUNTERS WITH PUBLIC ENTITIES, INCLUDING LAW ENFORCEMENT.

Petitioner CCPD discriminated against Respondents while arresting Mr. Jofre by failing to comply with the ADA, and while interrogating Ms. Hill by failing to provide reasonable accommodation.

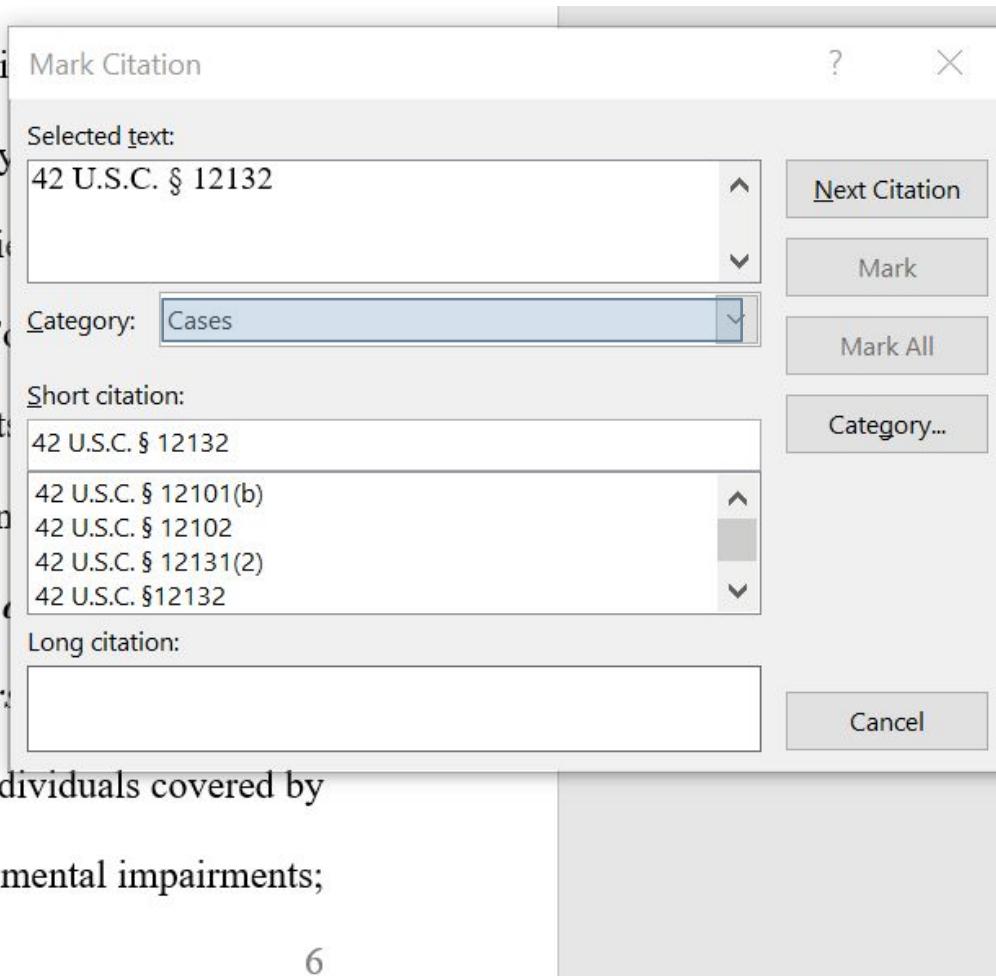
“no qualified individual with a disability . . . shall be denied participation in or be subjected to the primary functions of any entity, . . . [and] . . . he or she is a qualified individual with a disability . . . in or related to any program or activity”
Collegiate athletic associations are public entities under Title II.
ALT + SHIFT + I

Athletic Ass'n, 118 F.Supp.2d. 494, 511 (D.N.J. 2000) (emphasis added). Individuals covered by Title II's mandate may be qualified as having a disability due to physical or mental impairments;

Marking Citations

1. Highlight your citation
2. Press alt + shift + “i”

'the Americans with Disabilities Act ("ADA"), by reason of such disability to participate in services, programs, or activities of a public entity." 42 U.S.C. § 12132. For Title II, there are four elements: 1) who has a disability; 3) who was excluded from participation in the activities of a public entity, due to his or her disability. *Bowers*, 2000) (emphasis added). Individuals covered by the ADA include those with a disability due to physical or mental impairments;



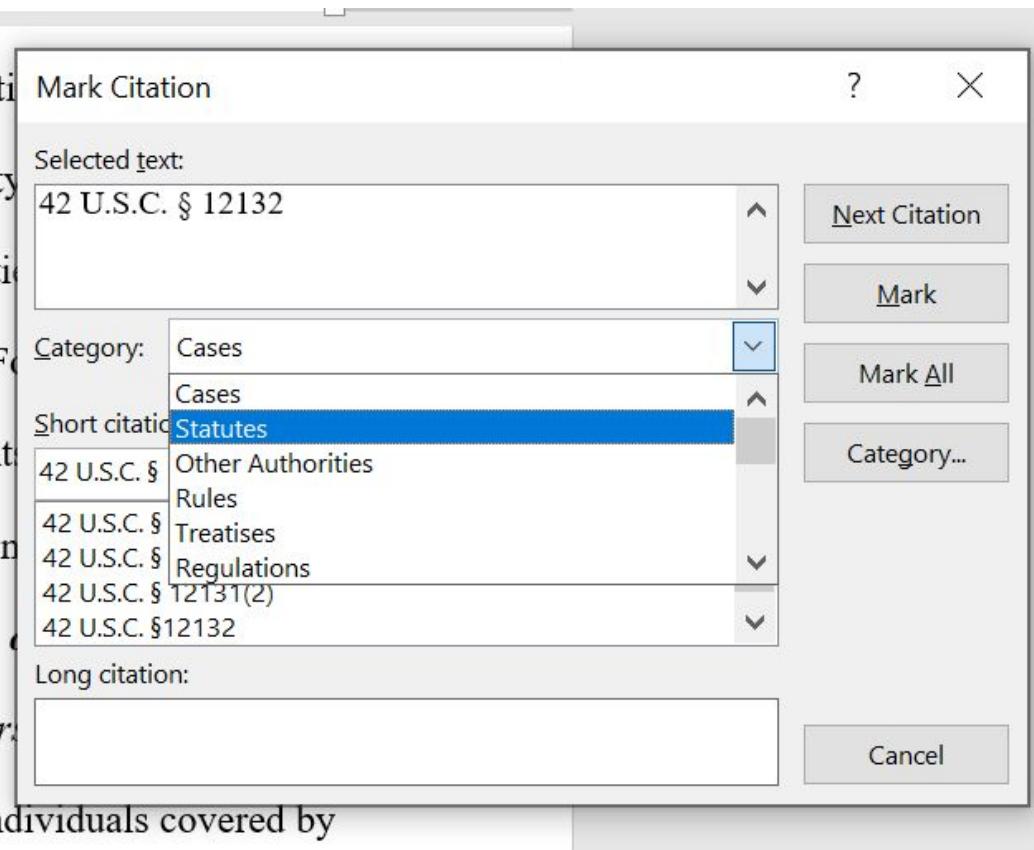
Marking Citations

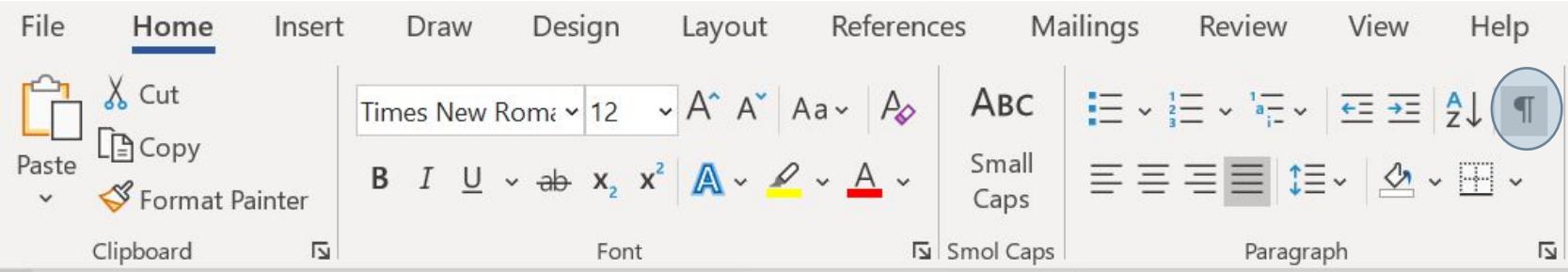
1. Highlight your citation
2. Press alt + shift + "i"
3. This will appear!

Marking Citations

1. Highlight your citation
2. Press alt + shift + "i"
3. This will appear!
4. Select the correct category for your authority.

Americans with Disabilities Act, which prohibits discrimination based on disability in employment, public services, programs, or activities. The ADA includes a provision that makes it illegal to discriminate against individuals with disabilities in the provision of goods, services, or facilities by public entities. This provision is found in section 504 of the Rehabilitation Act of 1973, which is part of Title II of the ADA. The provision states that no person with a disability shall be denied equal opportunity to participate in or benefit from any program or activity of a public entity, or be subjected to discrimination on the basis of his or her disability. Bowers v. Alabama, 527 U.S. 457, 462 (1991) (emphasis added). Individuals covered by





of his or her disability. *Bowers v. Nat'l Collegiate Athletic Ass'n*, 118 F.Supp.2d. 494, 511 (D.N.J.

2000) ¶ TAL "Bowers v. Nat'l Collegiate Athletic Ass'n, 118 F.Supp.2d. 494, 511 (D. New Jersey,

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2000)"·\s·"Bowers v. Nat'l Collegiate Athletic Ass'n, 118 F.Supp.2d. 494, 511 (D. New Jersey,

2000)"·\c·1·}·(emphasis added).· Individuals covered by Title II's mandate may be qualified as·

How to properly mark your citations

This is how your citation will appear in the Table of Authorities

This is where you can delete the pincite (and preceding comma!)

of his or her disability. *Bowers v. Nat'l Collegiate Athletic Ass'n*, 118 F.Supp.2d. 494, 511 (D.N.J.: 2000) ¶ TA ¶ "Bowers v. Nat'l Collegiate Athletic Ass'n, 118 F.Supp.2d. 494 (D. New Jersey, :

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2000)" ¶ s "Bowers v. Nat'l Collegiate Athletic Ass'n, 118 F.Supp.2d. 494, 511 (D. New Jersey, : 2000)" ¶ c 1 ¶ (emphasis added). ¶ Individuals covered by Title II's mandate may be qualified as:

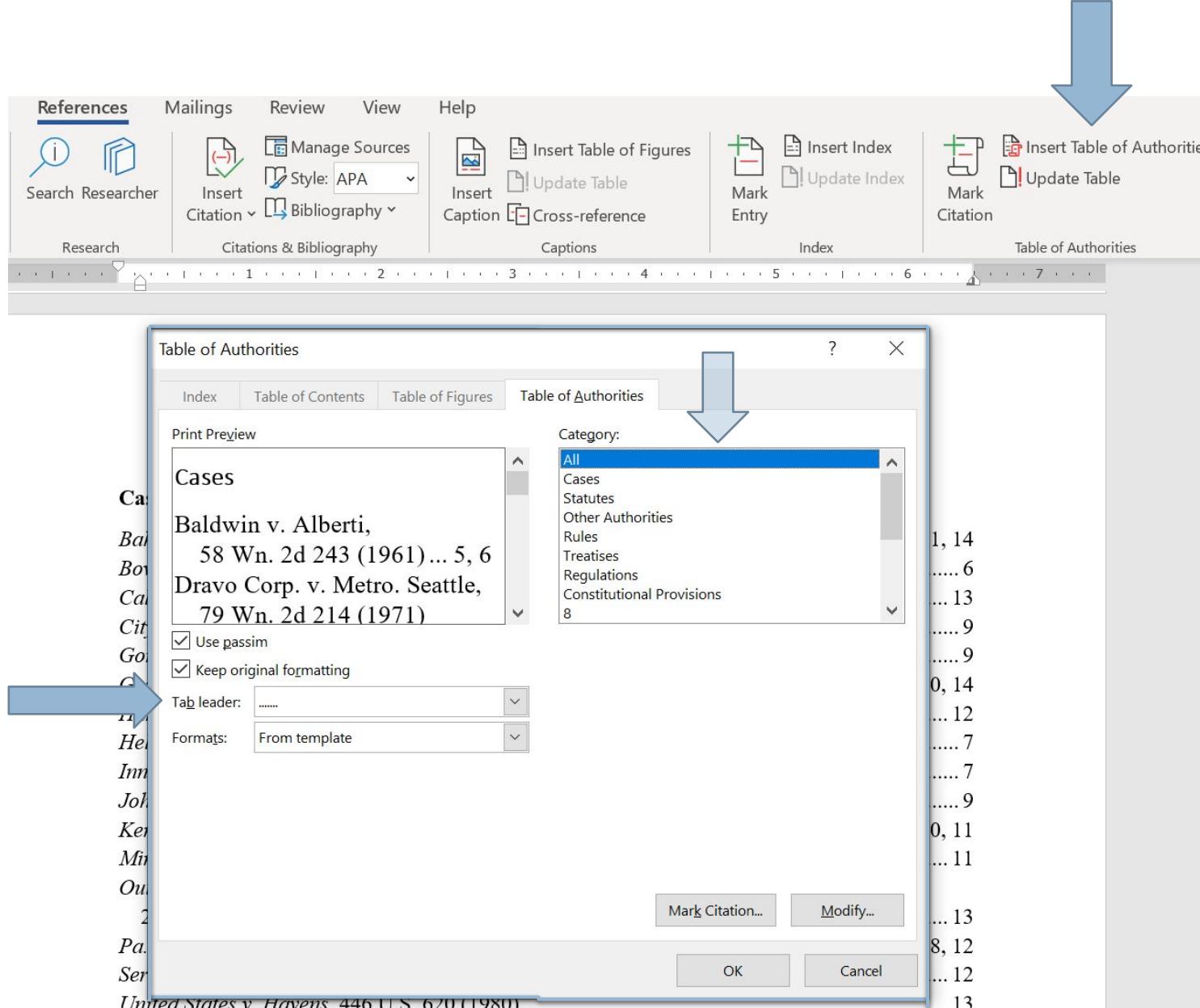
How to properly mark your citations

This is how your citation will appear in the Table of Authorities

This is where you can delete the pincite (and preceding comma!)

This is how it will look afterwards

(ignore the \s citation)



Inserting the Table of Authorities

Move your cursor to where you would like the Table of Authorities

Under the References tab, select "Insert Table of Authorities"

Make sure to select "all" categories

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Once you are ready, press "ok"

And your table will get dropped in!

It will still require formatting—that is OK.

Just remember that if you format the table and then make changes in your document, you will need to update the table and your prior formatting will be erased.

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