

TABLE OF AUTHORITIES 10-STEP PRE-PUBLISH CHECKLIST

1. Go to **File** tab > **Options** > **Display** to ensure all codes (including hidden text) are NOT displayed, as this affects pagination.
2. Press **CTRL-A** then **F9** to refresh all codes in the document and ensure correct pagination.
3. **Is every citation listed?** If not:
 - a. Turn on **Show/Hide** and scan the document for any citations without TA codes.
 - b. Turn on **Show/Hide** and scan for any citations that have \s TA codes without a prior \l TA code.
 - c. Turn on **Show/Hide** and make sure all short citation TA codes for that case/authority have the correct/same short cite name.
 - d. If the missing citation is in a footnote, install a fix from Microsoft Support (see <https://legalofficeguru.com/reader-question-footnote-citations-table-of-authorities/> for details).
4. **Is any citation listed twice?** If so:
 - a. Turn on **Show/Hide** and scan for multiple long citations for the same case (will show \l in addition to \s). Delete the TA code and re-mark the citation(s) that appear after the first instance.
5. **Is every citation in its appropriate category?** If not:
 - a. Turn on **Show/Hide**, find the long citation TA code, and check to ensure its number (look for the one-digit number after the \c) corresponds to the correct section. You can edit the long citation TA code directly to change what category that citation is in. Unless you have changed the categories, this is the default list:

1	Cases
2	Statutes
3	Other Authorities
4	Rules
5	Treatises
6	Regulations
7	Constitutional Provisions

6. **Do any citations have pin cites showing up in the TOA entry?** If so:
 - a. Turn on **Show/Hide**, find the long citation code, and remove the pin cite in the case citation after the \l.
7. **Do you want to force-wrap any/all citations at a certain point?** If so:
 - a. **All citations:** Click inside the Table of Authorities, go to the **References** tab, click **Insert Table of Authorities**, click **Modify**, choose the Table of Authorities Style, click **Modify**, click **Format > Paragraph** and adjust the right indent setting in the **Paragraph** dialog box (adjusts the indentation for all TOA entries); *OR*
 - b. **Only certain citations:** Turn on **Show/Hide**, find the long citation code, and insert a SHIFT-RETURN at the point you want to force text to wrap in the TOA (adjusts only one TOA entry at a time).
8. **Do your citations or your category headings need reformatting (more or less vertical space between entries, font style/size, etc.)?** If so:
 - a. Click inside the Table of Authorities, go to the **References** tab, click **Insert Table of Authorities**, click **Modify**, choose the Table of Authorities or TOA Heading Style as appropriate, click **Modify**, click **Format**, then choose the correct formatting option (usually **Font** or **Paragraph**) and make the necessary adjustment in that dialog box, then click **OK** on each dialog box until you're back in your document.
9. **Are your citations sorted correctly?** If not, unfortunately, there's no way to change the alphanumeric sorting scheme in Microsoft Word. However, there are two workarounds:
 - a. It is possible to convert a TOA subsection from code to text so you can manually move entries around. Repeat steps #1 and #2 above to ensure the entries are correct. Click inside the subsection you want to re-order (Statutes or Regulations, for example) and press **CTRL-SHIFT-F9** to convert the entire subsection to text. You can then move the entries around like normal text.
 - b. If you run across this problem frequently enough, or if your court requires a "Points and Authorities" format (a combined Table of Contents/Table of Authorities), consider getting a TOA plugin like CitationWare or Best Authority. Both of these have more sophisticated sorting algorithms for tricky elements like numbered statutes.
10. Repeat steps #1 and #2, then check to ensure everything's the way you want it. If so, you're ready to publish!