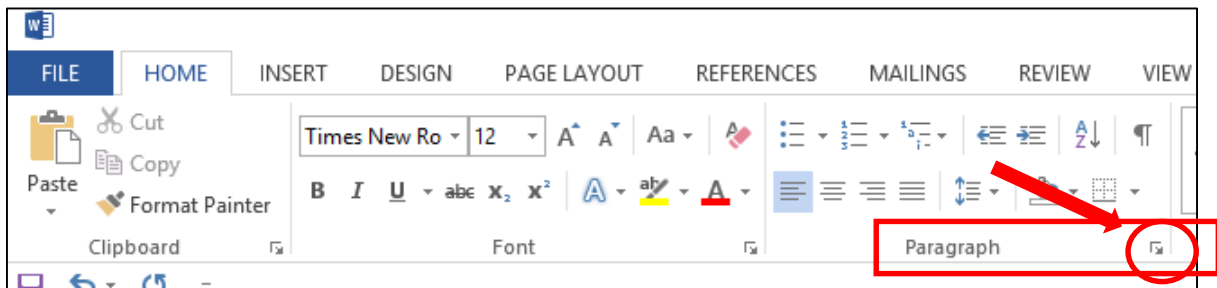# How to Right Justify Page Numbers in the Table of Contents and Lists
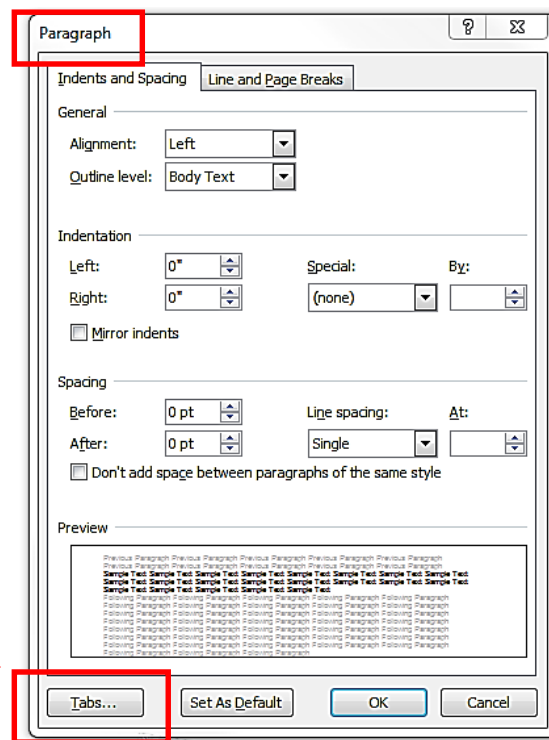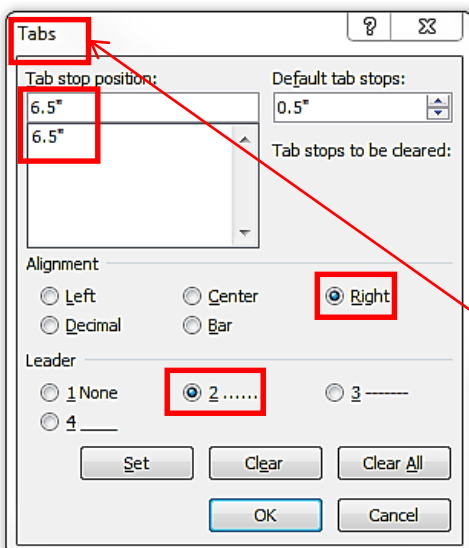
Page numbers in the Table of Contents and Lists must be lined up vertically at the right margin as shown in the examples on page 4; the use of leading dots is strongly encouraged for the benefit of the reader. To line up page numbers vertically at the right margin requires that the page numbers be right-justified.

**\*\*\* While right-justified page numbers with leading dots are accomplished with the WORD automatic Table of Contents generator, use of the automatic generator is NOT recommended as the resulting Table of Contents does not meet FSU formatting requirements. \*\*\***

1. If leading dots have been entered manually, delete the dots.

2. Use the **Tabs** menu to designate the page numbers as being right-justified at the right margin, with leading dots.

   a. Open the **Paragraph** menu by clicking on the small arrow.



   b. Select **Tabs;** in the **Tabs** menu,

      Tab stop position – enter 6.5
      Alignment – Right
      Leader – 2…..

      Click **Set**; then click **OK**.

3. Once the tabs have been set, place the cursor between the text and the page number, and then press the Tab key on the keyboard. This will automatically insert leading dots and move the page number to the right margin.

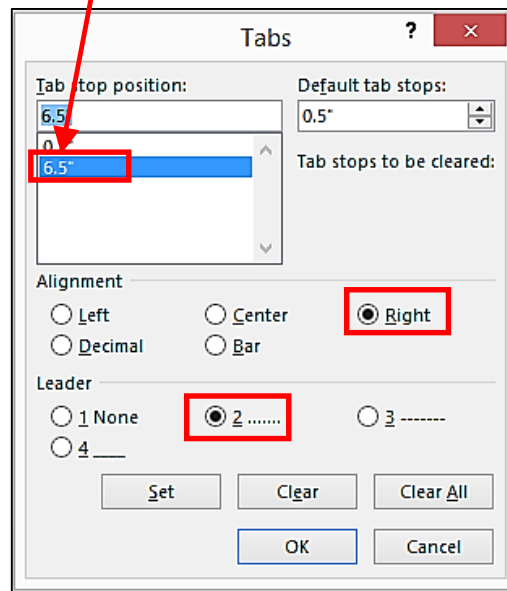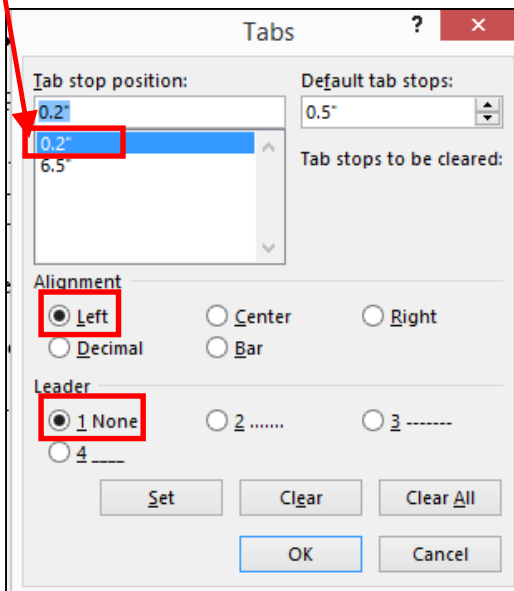## TABLE OF CONTENTS

List of Tablesvi

## TABLE OF CONTENTS

**Tab Settings when Subheadings are Included in the Table of Contents**

Chapter subheadings must be indented, and each level of subheading indented differently; within a level of a subheading, indentation must be consistent. Below **Show Formatting** is enabled to illustrate the tab marks (arrows).
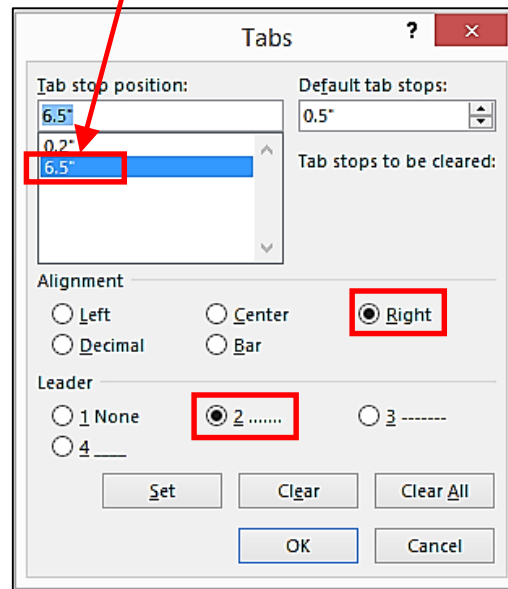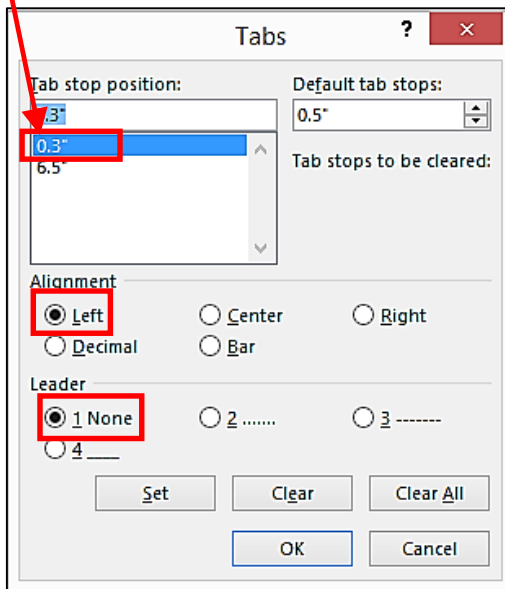


First level subheading **Tabs** settings

Second level subheading **Tabs** settings

Once the **Tabs** options have been set:

Place the cursor at the beginning of the first level subheading entry; press the Tab key on the keyboard. Then place the cursor between the text and the page number, and press the Tab key on the keyboard. Repeat these steps for the second level subheading.

3

Examples of Properly Formatted Table of Contents and List of Tables

# TABLE OF CONTENTS

# LIST OF TABLES

1    All entries in this list must be exactly as they appear in the text, word-for-word including
capitalization. All multi-line headings must be single-spaced. Use Ctrl-Tab for lining up the
second, third, fourth, etc. lines of text...................................................................................8

2    Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus
malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.
Fusce est. Vivamus a tellus..............................................................................................52

3    Lorem ipsum olor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada ibero, sit amet. ..........83