

Table of contents – used to _____ a report, document, or manuscript to list the topics and subtopics in the order in which they occur



1. **Margins** – same as the document it

2. **Components**
 - a. Table of Contents (title)
 - b. List of _____ and _____ and their respective pages
 - c. Page number – in _____ style at the bottom of the page
3. **Guidelines for keying**
 - a. A table of contents may be prepared using the software's automatic feature or manually
 - b. _____ the heading Table of Contents in all caps and bold 2 inches from the top of the page. Use a double or triple space after the title
 - c. Double space all entries
 - d. The content of the table of contents is a _____ of each element of the report or document following the table of contents
 - e. Key each element at the left margin
 - f. Set a right _____ tab and key the corresponding page number in the right margin
 - g. _____ within a topic should be _____ an additional .5 spaces from the left
 - h. Include a page number in roman numeral format in the _____ center of each page

- i. Single space multiple-line entries
- j. Key entries in initial caps
- k. Use a double or triple space before the appendix listing on the table of contents
- l. Double space the items at the end of the report, such as the appendices and bibliography

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