Correcting the Table of Contents spacing in MS Word for Ed.D. Dissertations

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The Ed.D. Dissertation Style Guide (2014-2015) requires dissertations have double spacing for most sections of the document. Microsoft Word has tools that make creating a Table of Contents easy. One issue, though, is that Word will automatically return to its default spacing for a Tables of Contents after the “Update Field” -> “Update entire table” command. However, it is simple to correct this.

1. After the header, select all lines in your Table of Contents.
2. Right-click your mouse and select Paragraph... from the pop-up menu.
3. In the Paragraph pop-up menu, go to the Indents and Spacing tab.
4. In the Spacing section, change After: to “0 pt” and Line spacing: to “Double.” (After you adjust the line spacing, the At: should automatically change to an empty value.)

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5. Click OK. The **Paragraph** pop-up menu should automatically close and your Table of Contents should now be correct.


![Paragraph dialog box](image)

*The corrected spacing in Word for the Table of Contents.*

**NOTE:** To only update the page numbers in the Table of Contents, use “**Update Field**” -> “**Update page numbers.**” This option should preserve your Table of Content’s required spacing. There are also ways to change the Table of Contents’ defaults in Word. However, that is outside of the scope of this document.