ETD Formatting: Working with “Run-In” Headings for Mac

This is a run-in heading. A run-in heading is one that shares the same line with the text it introduces. Third- through sixth-level subheadings in APA style and fifth-level subheadings in Chicago and Turabian styles currently make use of run-in heading formats.

To apply run-in heading styles in Mac Word 2011, use field codes:

In the document below, heading styles were utilized for heading levels 1 and 2, but field codes must be used for the run-in heading at level 3.
3. In the **Field** box, click **Index and Tables**, from the **Categories** box, then **TC** from the **Field names** box.

4. Next, use **Command+V** to insert your copied text (as above) in the **Field codes** box.

5. Add quotes around the text.

6. Now, in the lower left-hand corner, click **Options**.

7. In the **Switches** box, select \l (backslash L) and click **Add to Field**.

8. When it appears in the **Field codes** box below, manually add your heading level (3 in this case) then press OK.
9. Click OK in both boxes.

Your document will not show the change unless you click the Show All Characters button.

To insert the table of contents:

1. Place the cursor in the location where you would like the table of contents to begin.
2. From the top menu, click Insert, then Index and Tables. The box illustrated here will open.
3. Click Table of Contents along the top menu bar.
4. In the Show levels box, set the number of table of contents levels you will use (in this case, 3).
5. Next, click Options…
6. In the Table of Contents Options, enable the Table entry fields box and click OK.
7. Click OK again in the Index and Tables box.

To update the table of contents, click once on the table of contents, then click Document Elements then Update.
In the Update Table of Contents box, select Update entire table and click OK.