

# Table of Content

A table of contents helps readers navigate through what they are reading whether it's a manual, document, magazine, or even a chart. Read on and find out everything you want to know about the table of contents.

## Table of Content Definition & Meaning

A table of content is a list that allows readers to navigate through any kind of writing.

This means it is used to help readers know what they are going to read ahead when looking through books, reports, etc.

## What Is A Table of Content?

A table of content is a list of sections within written works like books and research journals. These works tend to be composed of chapters and sections grouped on a bunch of pages. A table of contents helps readers navigate and be aware of what content is presented to them.

## 10 Types Of Table of Content

### Fashion

A [fashion table of content](#) is found in fashion design magazines and books about the history of fashion. If you are making content relating to these, you can apply this table of content. Fashion magazine publishers tend to make use of this so their readers can navigate through every page easily.

# In This Issue

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- 1** Message for the Readers
- 1** On the Cover: Veronica Cooper
- 2** 2050 Fashion Trends
- 3** 5 Ways to Style Your Infinity Dress
- 5** Crop Tops, Stripes, and Denim Styles
- 7** The Grown Up Girl's Guide to Fashion
- 10** Where Fashion Begins
- 10** New Faces of Fashion
- 10** What's Next for Fashion?

## Seminar

If you are making written content for a seminar, you can make use of the [seminar table of content](#). Details like location, leaders present, and such can be listed easily. They are applicable for any type of seminar.

# Table of Contents

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	Certificates	<b>i</b>
	Acknowledgements	<b>ii</b>
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	List of Schemes	<b>iv</b>
<b>I.</b>	Abstract	<b>1</b>
<b>II.</b>	Introduction to Renewable Energy	<b>2</b>
<b>III.</b>	Using Local Renewable Energy Sources	<b>5</b>
<b>IV.</b>	Powering Homes with Renewable Energy	<b>8</b>
<b>V.</b>	Renewable Energy Technologies	<b>10</b>
<b>VI.</b>	Environmental Management	<b>12</b>
	Conclusion	<b>14</b>
	Bibliography	<b>15</b>
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## Recipe

Cookbooks make use of a [recipe table of contents](#) so readers can navigate to a specific dish if they wish. You can even make a custom print where you can include photos of food.



# Table of Contents

- 1 Message From the Author
  - 2 Salsa Verde Baked Eggs
  - 3 Huevos Rancheros
  - 4 Coconut French Toast with Apples and Pecans
  - 5 Lime Prawn Cocktail Salad
  - 6 Chickpea Tagine Soup
  - 7 Sticky Grilled Chicken
  - 8 Acknowledgement
- 

## Journal

Science research papers make use of a [journal table of content](#) so readers can figure out which section they are looking through. With its format, it is used in research journals for science, academia, etc. Adding this is also a requirement for students who are writing their papers.

# Table of Contents

1	Abstract
2	Introduction
3	Problem Statement
4	Significance of the Study
6	Related Literature
8	Research Designs, Methods, and Procedures
13	Expected Research Limitations
14	Expected Research Budget
16	List of Tables
18	List of Schemes
19	References



## **Kids**

When children learn to read on their own, it helps to have a table of content. Textbooks and storybooks with a [kids' table of content](#) let them navigate through the pages at their convenience. It is often designed in large text and graphics to hold their attention.

# Table of Contents . . . . .

About the Book	2
The Spider Song	3
Manhattan Baby SONG	4

## Chapter 1

All About Colors	5
All About Letters	6
All About Numbers	7

## Chapter 2

All About Dogs	8
All About Ladybugs	9

Activities	10
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## Policy

Things like insurance and work policies have a lot of content. This can be overwhelming to read through. With a [policy table of content](#), you can list out the sections making it easy for readers to look through.



# TABLE OF CONTENTS

<b>I.</b>	General Introduction	<b>1</b>
<b>II.</b>	Company Overview	<b>2</b>
<b>III.</b>	Hiring and Onboarding Policies	<b>3</b>
<b>IV.</b>	Employee Standard Safety Policies	<b>6</b>
<b>V.</b>	Salary and Wage Policies	<b>9</b>
<b>VI.</b>	Promotions and Transfers Policies	<b>11</b>
<b>VII.</b>	Disciplinary Policies	<b>13</b>
<b>VIII.</b>	Workplace Policies	<b>15</b>
<b>IX.</b>	Other Considerations	<b>17</b>
<b>X.</b>	Organizational Chart	<b>20</b>

## Report

If your reports and updates are long it can be challenging to read through right away. Adding a [report table of content](#) can let readers browse through the lines to know what they are going to read. It'll make the whole read a breeze.

# TABLE OF CONTENTS

1	Message from the Dean
2	Our School
3	Our Students
4	School Mission and Vision
5	Campus Facilities
7	Campus Activities
9	Annual School Festival
11	Next Steps

## Generic

Some documents and written work can have a lot of content. Do not worry, there is a quick fix. The addition of a [generic table of content](#) will help readers know what they'll be in for.

# TABLE OF CONTENTS

INTRODUCTION .....	2
.....	5
CHAPTER 1: CINEMA OVERVIEW .....	5
.....	6
History of Cinema .....	7
.....	8
The Birth of Cinema .....	9
.....	9
Classic Films in Modern Era .....	10
.....	13
FIRST MOVIE .....	15
.....	17
CHAPTER 2: THEORIES .....	19
Marxist Film Theory .....	21
.....	21
Auteur Theory .....	
.....	
CHAPTER 3: SILENT MOVIE ERA.....	
.....	
CHAPTER 4: THE BIRTH OF CGI .....	
.....	
Conclusions .....	



## Photo

Picture books and lookbooks can contain a lot of photos. With a [photo table of content](#), it can help readers navigate the whole work. If they are looking for a specific photo, then like an interactive hyperlink, the table of content can give them a direct line to the right image.



# Table Of Contents

- 1** Personal Profile
- 2** Career Summary
- 3** Sample Portrait Gallery
- 5** Sample Landscape Gallery
- 7** Sample Wildlife Gallery
- 10** Acknowledgements
- 11** What's Next



## Food

Books about food such as a cookbook can have a lot of recipes to browse through. With a [food table of content](#), you can make one that is appropriate for a cookbook. This will help cooks navigate through the pages to find the right instructions for their chosen dish.

# Table of Contents

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2	About Us
3	What We Do
4	General Catering Service Information
6	Catering Menu
9	Catering Price Information
10	Meet Our Event Staff
11	Meet Our Partner Suppliers
12	Service Terms and Conditions

# **Table of Content Uses, Purpose, Importance**

## **To Give An Overview**

Readers will be able to know what's in store for them as they read through the table of contents.

## **To Provide Navigation**

A table of contents helps readers to navigate their reading. If they wish to go to a specific section for a certain type of information, they can look to the table of contents to guide them to the right page or part.

## **To Organize**

A table of contents gives a sense of a sequence for readers as they go through a book or research journal. This can give them a sense of order and progress as they go through each chapter or section.

## **What's In A Table of Content? Parts?**

### **Headings**

The headings are the titles of chapters/sections of writing. The titles should be straightforward about the content they contain.

### **Subheadings**

Subheadings are often the titles of the chapter/section which are also divided into small specific parts. They are helpful in letting readers be able to navigate and know exactly what information or content they are going to see.

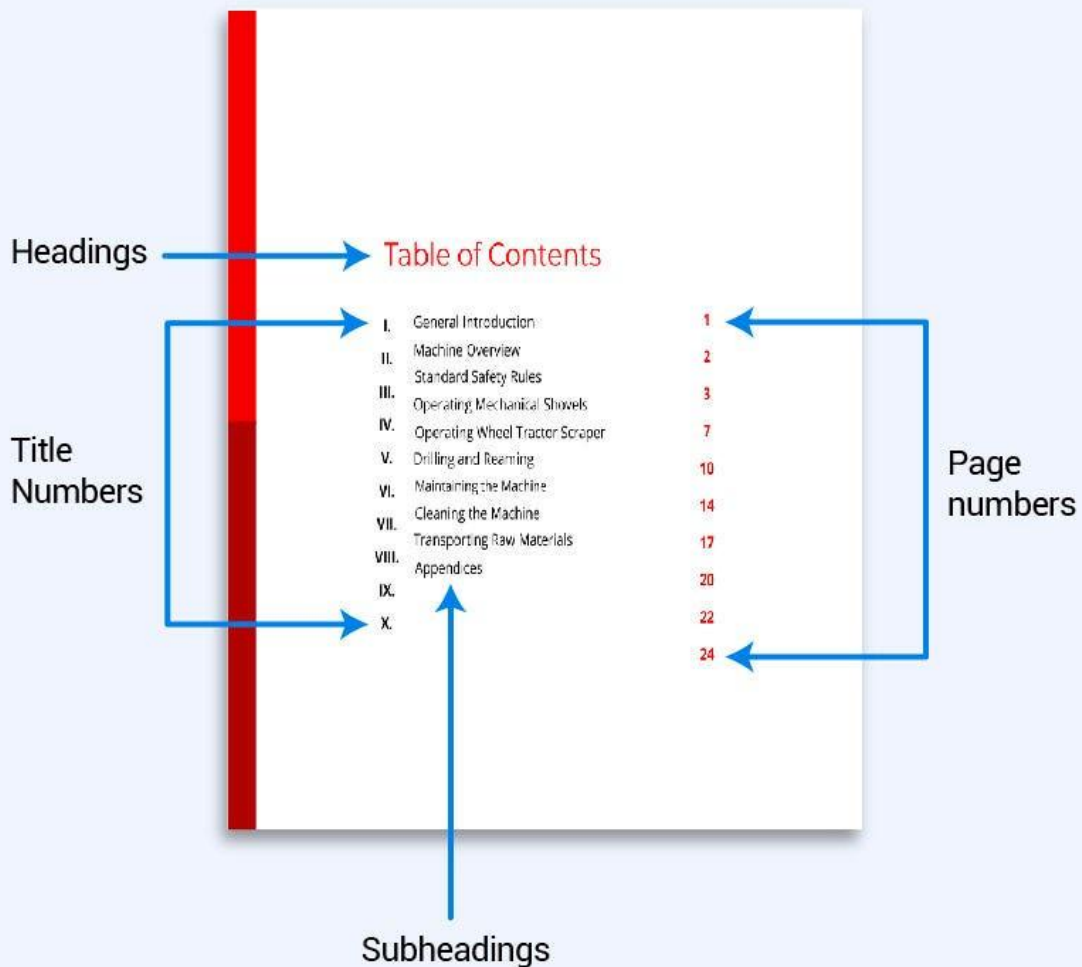
### **Title Numbers**

Numbers are placed on the right side of the titles. They are often included to give a numeric sequence for the title of the chapters/sections so that it'll be easier for the reader to remember.

## **Page numbers**

Page numbers allow people to figure out the length of the content. Readers can also navigate to whatever page they want to see.

# Table of Contents Anatomy



## How To Design A Table of Content?

1. Choose a [Table of Content Size](#).
2. Decide the purpose of the table of content.

3. Select the [Table of Content Template](#).
4. Note the major sections of your writing.
5. List them down.
6. Finalize the content and download it.



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## Table of Content Vs. Outline

A table of content is a list of sections that lets a reader navigate through any writing.

An outline is a list of short sentences which describe a chapter's content.

# What's the Difference Between a Table of Content, Index & Agenda

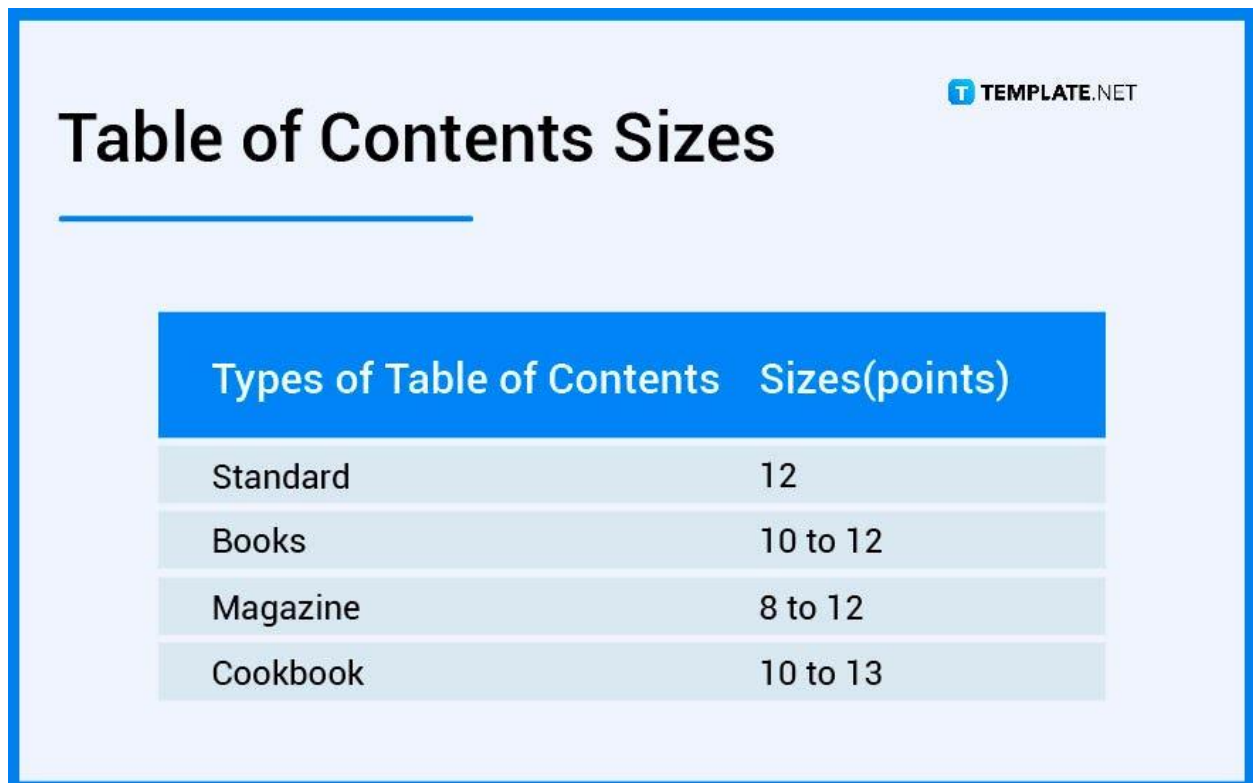
A table of content is a list of chapters or sections that lets readers navigate through a type of writing.

An index is a list of keywords found throughout the writing which are arranged alphabetically.

An agenda is a list of topics that are to be discussed in a meeting or presentation.

## Table of Content Sizes

The table of content can take on any size depending on the chosen text size of the writing. While you are free to use any size, here is the standard [table of content sizes](#) as listed below.

A graphic titled "Table of Contents Sizes" with a blue border. It features a table with two columns: "Types of Table of Contents" and "Sizes(points)". The table lists four types: Standard (12), Books (10 to 12), Magazine (8 to 12), and Cookbook (10 to 13). The logo "TEMPLATE.NET" is in the top right corner.

Types of Table of Contents	Sizes(points)
Standard	12
Books	10 to 12
Magazine	8 to 12
Cookbook	10 to 13

## Table of Content Ideas & Examples

If you have some trouble with what to make your table of contents look like, then check out our [table of content ideas](#) so you can have some references on how to get it done.

- Table of Content Ideas and Examples
- Student's Table of Content Ideas and Examples
- Loan Term Table of Content Ideas and Examples
- Infographic Table of Content Ideas and Examples
- Class Table of Content Ideas and Examples
- Kids Table of Content Ideas and Examples
- Book Table of Content Ideas and Examples
- Thesis Table of Content Ideas and Examples
- Business Plan Table of Content Ideas and Examples
- Dissertation Table of Content Ideas and Examples

## FAQs

### What do you list in the table of contents?

In the table of contents, you list out the chapters and sections of your content.

### Where is the table of contents in a book?

In a book, the table of contents is usually in the first few pages.

### What is the table of contents in a research paper?

A table of contents in a research paper is used to list out the major sections of a person's thesis such as chapters, appendix, etc.

## **What does a table of contents look like in a book?**

A table of contents in a book is usually depicted in the style of a list or an index.

## **What comes first, abstract or table of contents?**

The table of contents always comes first before the abstract.

## **What is the easiest way to format a table of contents in Word?**

To format a table of contents in Word, you can click the Insert button and click on the Table button where you can create and add as many tables as you like.

## **What should not be included in a table of contents?**

The table of the content itself, the acknowledgments page, and the abstract if it's a research paper.

## **What is a table of contents page in a report?**

In a report, a table of contents page shows the reader the sections of details regarding the report.

## **What are the benefits of table of contents?**

A table of contents allows a reader to know ahead of what they are going to read about.

## **What is a TOC document?**

It is a document that shows a table of contents for a long article.