

Table of Contents and Figures and Tables Reports and Proposals

A table of contents helps readers find the information that they might be looking for in a report or proposal, and it is also referred to as just a contents page in some styles.

Note. If you have four or more visuals in a report or proposal, you may need to have another listing called figures and tables after the table of contents page. Your order for this listing will depend upon your documentation and manuscript guidelines. If you have less than four figures or tables, you can list them if you wish in the table of contents.

The general categories for a report or proposal follow below, but you may not be required to have all of these parts, so adjust the use, numbering, and listing of them.

1. Cover or Title Page—There is no true page number on it, and it is not listed in the table of contents.
2. Letter or Memo of Transmittal—There is no true page number on it, but it is listed with a small Roman numeral in the table of contents according to its position in the document.
3. Table of Contents—It is usually marked with a small Roman numeral on the actual page, but it is not listed in the table of contents.
4. Figures and Tables—(Optional)—It has a page number on it (small Roman numeral), and it is listed by that number in the table of contents.
5. Abstract—(May be labeled Abstract, Executive Abstract, or Informative Abstract)—It has a page number on it (small Roman numeral), and it is listed by that number in the table of contents.
6. Introduction—It has a page number on it, and it is usually the first page with an Arabic numeral, and it is usually page 1. It is listed in the table of contents.
7. The body is sometimes called Findings and Conclusions or Collected Data, and it is labeled and numbered according to its length and divisions. In the table of contents, it may be listed by sections or the main headings of the document.
8. A Conclusions or Recommendations section is listed, and it is labeled and numbered according to its length and divisions. In the table of contents, it may be listed by page number in relation to the main headings of the document.
9. The References section is listed, and the page number is indicated in the table of contents. It is called References according to APA guidelines.
10. Appendix or Appendices listed with appropriate page numbers if present.

Note. Examples of a table of contents and a figures and tables list are below.

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