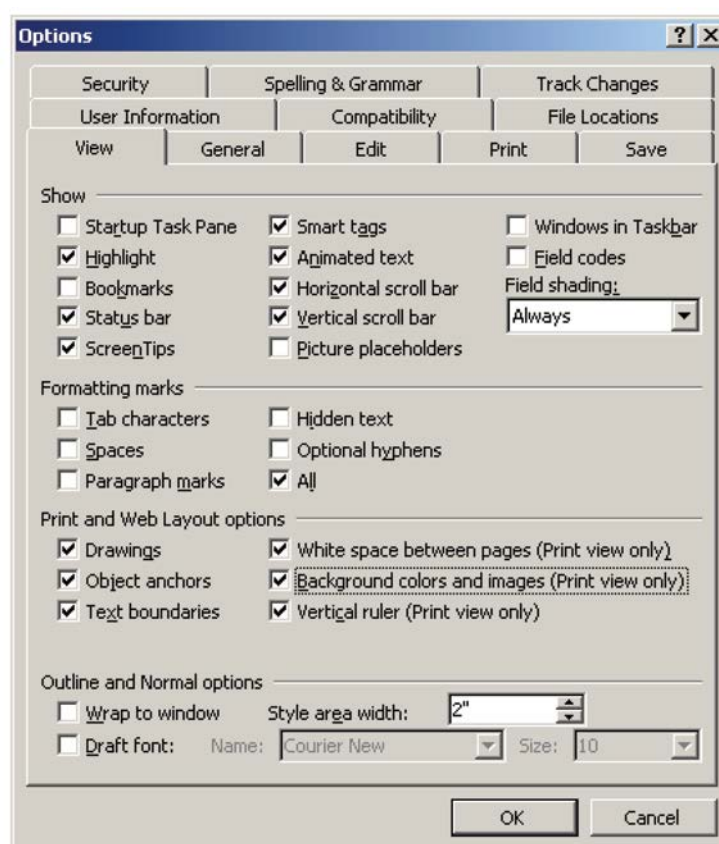
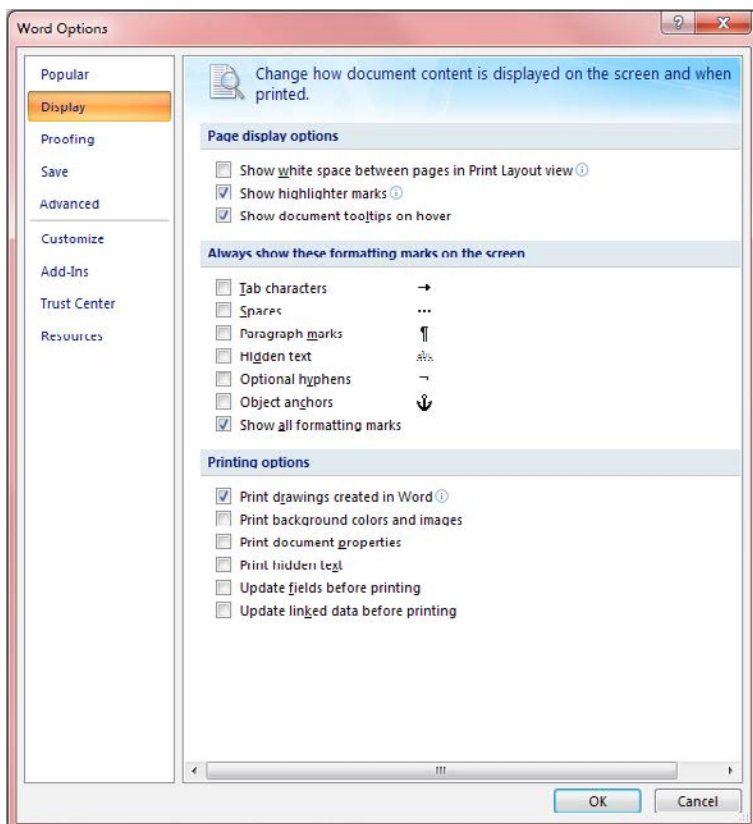
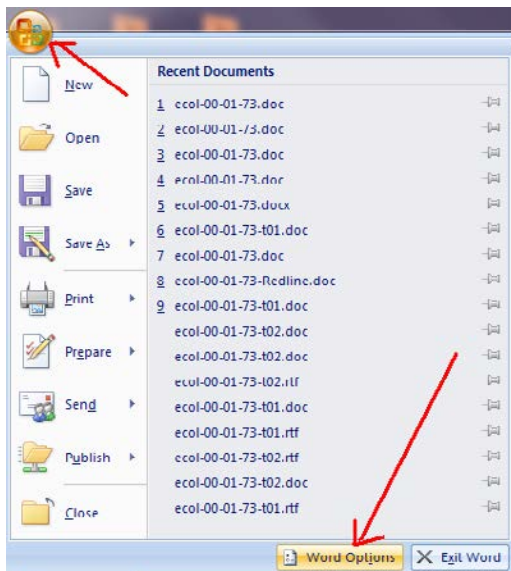


The following five table examples are given to illustrate the points listed in the Guide to Manuscript Submission regarding the submission of tables. Example 1 describes how to correctly construct and format a table for proper processing by the typesetting software. Examples 2–5 show incorrect ways to prepare tables. Following the correct example will facilitate the preparation of your tables.

Please note that the table examples were purposely constructed to emulate tables viewed with the Word options selected below. To check your settings in Word 2003, go to Tools, then Options, then select the View tab.



In Word 2007, these settings are found using the Office Button and selecting Word Options.



Correctly Formatted Word Table

This table is in a format that can be processed accurately, with no delay, and typeset.

The following specific journal styles will be applied by typesetting and need not be done in the Word file.

- Table label (“Table 1.”) will be formatted correctly (e.g., small cap, boldface, italic) and followed by appropriate spacing or symbol (e.g., em space, line break, em dash).
- Table caption will be formatted correctly (e.g., small cap, boldface, italic, centered, flush left, justified).
- Stub and column heads will be aligned as expected.
- Table rules will be typeset.
- Appropriate column data will be decimal aligned.
- Correct vertical space will be entered between appropriate rows.
- Horizontal/vertical alignment will follow journal style rather than submitted Word table.

Please note that inserting an em space (by selecting from Word’s Special Character list) is the recommended way to maintain levels of indent in a structured stub column. Keyboard spaces, indents, and tab characters will not be recognized by the typsetting software.

In What Way Is This Table Well Formatted?

- Table data are all in individual cells.
- Table title and footnotes are NOT in cells.
- There are no extra rows or columns within the table.
- Data are not aligned using tabs or spaces.
- The column head spanning three columns is correctly set up using Word’s Merge Cell function.
- Table is an editable Word table, created using MS Word’s table function.

Example 1

Table 1. TextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextText1.¹

	Column head spanning three columns		
Stub	One	Two	Three
A			
° 1 ²	1.01	2.01	3.01
° 2	10.02	20.02	30.02
° 3	100.03	200.03	300.03
B			
° 1	1.01	2.01	3.01
° 2	10.02	20.02	30.02
° 3	100.03	200.03	300.03
C			
° 1	1.01	2.01	3.01
° 2	10.02	20.02	30.02
° 3	100.03	200.03	300.03

¹TextTextTextTextTextTextTextTextTextTextTextText

²TextTextTextTextTextText

Incorrectly Formatted Word Table

This table requires reformatting before it can be processed for typesetting.

What elements of this table are incorrectly formatted?

Unnecessary, but does not delay processing

- Adding rules in the table
- Formatting the column heads (e.g., “bold”)

Delays processing

- Table column data should be entered in individual row/column table cells using Word’s table function rather than using columns.
- Table column data have been unnecessarily pseudo-decimal aligned with keyboard spaces, which have to be removed.
- Extra blank lines of space have been inserted using hard returns.
- Structured stub column has been set up with multiple keyboard spaces rather than em space character.

Example 2

Table 2. TextTextTextTextTextTextTextTextTextText¹

Stub	One	Two	Three
A ²			
...a1.01 ^{2,3}2.01 ^{2,3}3.01 ^{2,3}
...b	...10.02	...20.02	...30.02
...c	·100.03	·200.03	·300.03
B			
...d1.012.013.01
...e	...10.02	...20.02	...30.02
...f	·100.03	·200.03	·300.03
C			
...g1.012.013.01
...h	...10.02	...20.02	...30.02
...i	100.03	200.03	300.03

¹ TextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextText

² TextTextTextTextTextTextTextTextTextTextTextText

³ TextTextTextTextTextTextTextTextTextTextTextTextTextTextTextText

Incorrectly Formatted Word Table

This table is in a format that requires reformatting.

In what way is this table incorrectly formatted?

Unnecessary, but does not delay processing

- Table label formatted to be boldface text.
- Table column heads centered and formatted as bold text.
- Resizing rows to have extra vertical space between rows.

Delays processing

- Table title is inappropriately placed in a table cell.
- Extra, empty table columns are used to add space between columns or adjust alignment.
- Table footnotes are inappropriately placed in table cells.

Example 3

[illegible]

Incorrectly Formatted (Not a Word Table)

This table was not created using Word's table function and will require reformatting.

In what way is this table incorrectly formatted?

- Table was aligned using the tab key, not the Word table function, and will be reformatted before being typeset.
- The horizontal lines in this example were inappropriately inserted as images using Word's line drawing feature.
- It is unclear which columns the spanner head should span.

Example 4

Table 4. TextTextTextTextTextTextTextTextTextTextTextTextTextText.^{1, 2}

Stub	→	One	→	Two	→	Three
→A	→	1.01	→	2.01	→	3.01
→B	→	10.02	→	20.02	→	30.02
→C	→	100.03	→	200.03	→	300.03

¹ TextTextTextTextTextTextTextText.

² TextTextTextTextTextTextTextText.

Incorrectly Formatted (Not a Word Table)

This table was submitted as an image embedded in the document and will have to be rekeyed or processed as a figure.

Example 5

Table 5. This table is not in a usable format.

Stub	One	Two	Three
A	1.01	2.01	3.01
B	10.02	20.02	30.02
C	100.03	200.03	300.03

Notes: This table was inserted as an object in this Word document (it would have been much better to have submitted the Excel file from which it came). In order to process this table, it will have to be rekeyed, incurring delay and increasing the possibility that errors may be introduced.

Please contact your Account Manager before submitting tables that will not follow journal style.

Examples include:

- Tables that contain rules, either vertical or horizontal, within the body of the table, unless journal style is for gridlines.
- Tables that contain graphics.
- Tables that contain symbols that span columns or rows.
- Tables that contain shading or color that the author has used to convey meaning.