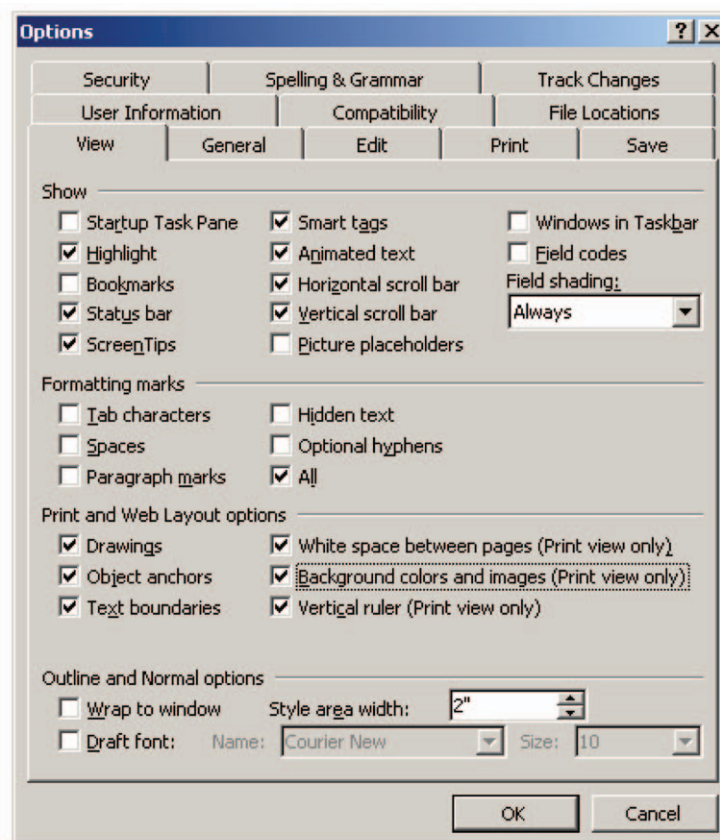
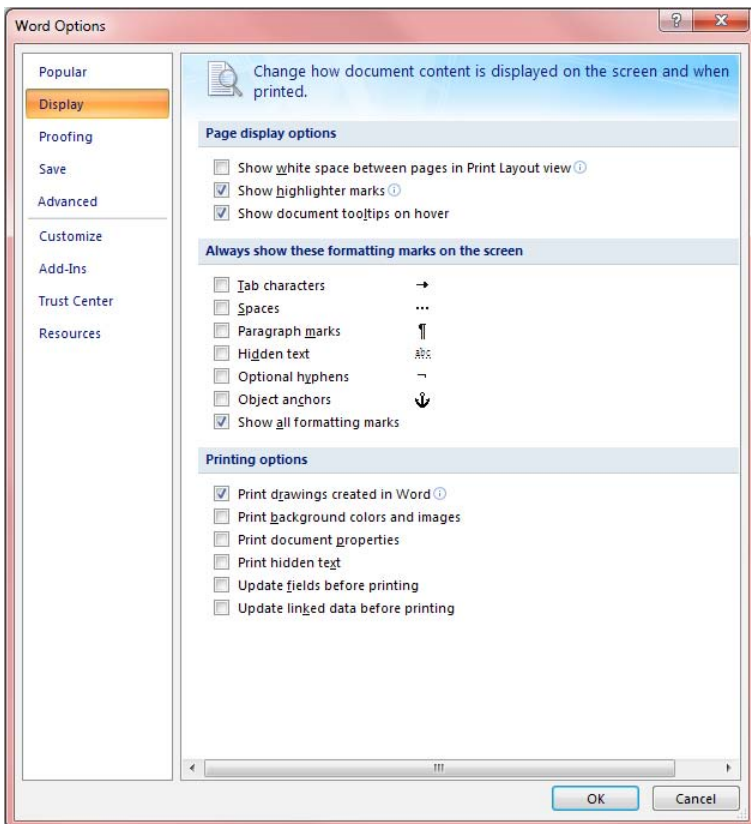
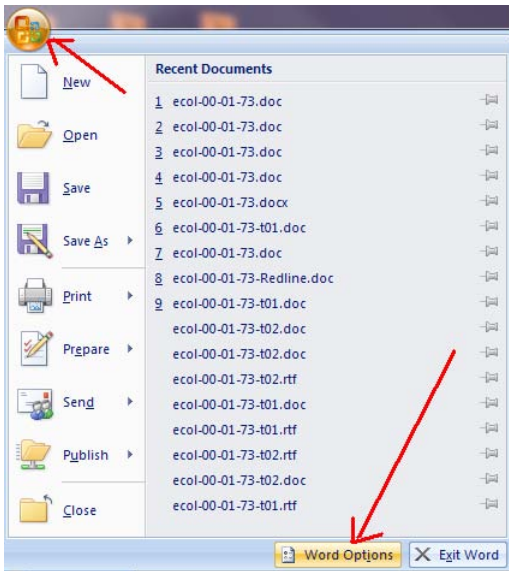


The following five table examples are given to illustrate the points listed in the Guide to Manuscript Submission regarding the submission of tables. Example 1 describes how to correctly construct and format a table for proper processing by the typesetting software. Examples 2–5 show incorrect ways to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



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 TextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextText

² TextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextText

³ TextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextText

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

Table 3. TextTextTextTextTextTextTextTextTextTextText. ^{1,2}				
Stub column ^{3,4}	Column one	Column two	Column three	
A				
◦ a	1.01	2.01	3.01	
◦ b	10.02	20.02	30.02	
◦ c	100.03	200.03	300.03	
B⁵				
◦ d	1.01	2.01	3.01	
◦ e	10.02	20.02	30.02	
◦ f	100.03	200.03	300.03	
C⁵				
◦ g	1.01	2.01	3.01	
◦ h	10.02	20.02	30.02	
◦ i	100.03	200.03	300.03	
¹ TextTextTextTextTextTextTextTextTextText. ⁶				
² TextTextTextTextTextTextTextTextTextText.				
³ TextTextTextTextTextTextTextTextTextTextTextTextTextText.				
⁴ TextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextText				
⁵ Text				
⁶ TextTextTextTextTextTextTextTextTextTextTextTextTextTextTextTextText				

