

Tip Sheet 4. Sample Table



Tables can be assembled in many different layouts. A sample commonly used in journals is below; more examples can be found in *Scientific Style and Format* (8th Ed., 2014, p. 654) or *The Chicago Manual of Style* (16th Ed, 2010, p.133–154). The parts of the table are labeled in red. The title of the table typically is at the TOP of the table in a font 2 points larger than the table contents and bolded; it may be justified center or left (see outlet guidelines).

Note that the correct use of a table rule (horizontal line) is to include or group all information BELOW the rule.

Note also that decimal numbers always are aligned on the decimal; otherwise, align data in columns so it is easily read.

Table Title

Table 1.1: Title of Table, 2011 – 201x*

Title rule ↑

Column rule ↓ ↑

Row heading →

Footnote rule ↑
Footnotes

Column Heading †	Columns Heading ‡		
	Column Subheading 1 § data unit (decimal aligned right)	Column Subheading 2 ¶ data unit (aligned center)	Column Subheading 3 # data unit (aligned left)
Row 1 item**	1.0000	111	North
Row 2 item	2.0000	211	Northeast
Row 3 item	3.0000	311	East
Row 4 item	4.0000	411	Southeast
Row 5 item	5.0000	511	South
Row 6 item	6.0000	611	Southwest
Row 7 item	7.0000	711	West
Row 8 item	8.0000	811	Northwest

* First footnote symbol (asterisk) when using numerals in the body of the table or a mix of numerals and letters. Use superscript lower case letters if the data consist of all numerals, e.g. ^a, ^b, ^c; otherwise use symbols in the order below. Similarly, if the data consist of all words, use superscript numerals. Be aware that outlet guidelines can stipulate either superscript or normal placement. Footnote symbol (or alphabet or numeral) order unless stipulated otherwise by the outlet guidelines typically goes from left to right across row 1 first then down the first column to the next row then across, etc.

† Second footnote symbol (cross symbol)

‡ Third footnote symbol (double cross symbol)

§ Fourth footnote symbol (section symbol)

¶ Fifth footnote symbol (paragraph symbol)

Sixth footnote symbol (number symbol)

** Seventh to twelfth footnote: double the symbols in the order above.

