

International Studies Association

Table Preparation Guidelines

Creating

Use your programs table-creation tool for all tables. Do not use tabs and spaces. Do not break contents of a cell across multiple cells.

Cell entries should clearly belong to a specific row and column.

Formatting

Tables should be prepared using a roman font. Bold may be used for emphasis.

Except for basic horizontal lines (see “Lines” below), tables should be free of lines, boxes, arrows, or other devices unless they indicate the structure of the data.

Alternating white and gray rows are standard style shading for all tables. This formatting should not be modified or requested for deletion in proof.

Numbering

Tables are numbered using Arabic numerals, and they are cited in numerical order in the text.

Appendix tables will be relabeled as Supplementary tables and are not included in the paper. They instead should be submitted as separate files and are not copyedited or typeset. When numbering, tables should be numbered as Supplementary Table 1, Supplementary Table 2, Supplementary Table 3, etc.

Table Titles

Titles should identify the tables as briefly as possible. In an article that contains more than one table, each title should be unique. Titles should not contain explanatory material; this should be placed under the table, before any abbreviations.

Column Headings

Headings should identify the column as briefly as possible.

Headings should contain any necessary symbols (% , \$, etc.) or measurement abbreviation (cm, kg, etc.) that apply to the data in the column below. Any measurement abbreviations should conform to the style of the journal. Headings may have several levels, with horizontal rules separating the levels (see [example 1A](#) [next page]).

Example 1A in submitted manuscript:

Table 4. Final odds ratio estimates and 95% confidence intervals based on a multivariate model estimating the change in health behaviors between baseline and follow-up in the control and intervention districts and the ratio of the changes. Estimated associations with *a priori* and secondary health behavior outcomes are shown (N=1093 and 1535 in the control district in 2008 and 2009, respectively; N=1109 and 1509 in the EPI-CM district, respectively).^a

	Follow-up vs. Baseline Control, OR (95% CI)	Follow-up vs. Baseline Intervention, OR (95% CI)	Ratio of ORs Intervention/Control, Ratio (95% CI)
A Priori Outcomes			
ITN use (N=5059)	1.12 (0.81, 1.55)	0.87 (0.64, 1.18)	0.78 (0.50, 1.21)
Appropriate fever treatment (N=2159)	1.22 (0.69, 2.14)	1.69 (1.00, 2.83)	1.38 (0.64, 2.99)
Respiratory care-seeking (N=1096)	1.39 (0.81, 2.37)	1.17 (0.76, 1.8)	0.84 (0.43, 1.66)
Appropriate diarrhea treatment (N=1096)	1.42 (0.94, 2.14)	1.67 (0.99, 2.82)	1.18 (0.61, 2.28)
Secondary Outcomes			
Any bednet use (N=5121)	1.20 (0.84, 1.71)	1.60 (1.1, 2.31)	1.33 (0.80, 2.21)
Any bednet use (net owners; N=4871)	1.67 (1.05, 2.66)	1.30 (0.89, 1.9)	0.78 (0.42, 1.42)
ITN use (ITN owners; N=4543)	1.42 (0.96, 2.09)	0.78 (0.56, 1.09)	0.55 (0.33, 0.91)
Fever care-seeking (N=2153)	1.33 (0.96, 1.82)	1.14 (0.85, 1.54)	0.86 (0.56, 1.34)

^aConfidence intervals that do not overlap the null value of OR=1 are shown in bold.

Lines

Only horizontal lines are allowed; no vertical lines, boxes, or other lines may be used unless they indicate structure of the data.

All tables should have the following three horizontal lines:

- One under the title, above the column headings
- One between the column headings and the body of the table
- One at the bottom of the table

In addition, tables MAY have the following horizontal lines, as needed:

- To separate levels when there is more than one level of column heading
- To separate a column of numbers that is being added from its total
- To delineate “cut-in” heads in the body of a table (see “cut-in heads” below)

Stubs/Row Headings

Entries should be as brief as possible.

Stub entries are often layers and use colons and indentations to differentiate the various layers. Stubs entries and subentries should be confined to one column. Data in columns to the right of the stubs should be in the same row as the stub entry. Stub entries should not run across into the body of the table. If necessary, the entries are broken, and run over lines are indented.

Cut-in Heads

Cut-in heads are used when the contents of columns change— that is, when new labels are needed for the data in the columns. This is the only circumstance in which headings should appear in the body of the table. See [example 2A](#) for the correct use of cut-in heads.

Rules are used above and below cut-in heads. Note that these rules cover on the columns that change. They do NOT extend into the stubs.

As with headings at the top of a table, cut-in heads may have more than one level.

	Univariate analysis			
	Odds ratio (95% CI)		p-value	
Demographic factors				
Age	0.97 (0.94, 1.00)		0.17	
Male sex	2.67 (1.18, 6.03)		0.02	
HIV-infected	0.39 (0.16, 0.91)		0.03	
Previous TB	0.51 (1.19, 1.34)		0.17	
Smoker (Past or current)	1.21 (0.51, 2.92)		0.67	
Symptoms				
Haemoptysis	0.53 (0.19, 1.51)		0.23	
Weight loss	10.88 (3.16, 37.4)		<0.01	
Appetite loss	2.00 (0.89, 4.48)		0.09	
Chest X-ray				
Compatible with active TB	0.22(0.05,1.01)		0.05	
Presence of cavities	13.42 (2.92, 61.54)		<0.01	
Xpert MTB/RIF specific factors				
Average C _T value	0.75 (0.68, 0.83)		<0.01	
Sample volume used (ml)	1.00 (0.99, 1.00)		0.30	
	Multivariate analysis			
	Odds ratio (95% CI)	p-value	β- coefficient (95% CI)	Score [†]
Male sex	2.16 (0.43, 10.74)	0.35	0.77 (-0.83, 2.37)	N/A*
HIV-infected	0.85 (0.24, 2.92)	0.79	-0.17 (-1.41, 1.07)	N/A*
Weight loss	9.51 (1.05, 90.07)	0.05	2.25 (0.00, 4.5)	-3
Presence of cavities	4.07(0.70, 23.53)	0.12	1.4 (-0.35, 3.16)	N/A*
Average C _T value	0.72 (0.60, 0.85)	<0.001	-0.33 (-0.51, -0.16)	0.3
Clinical prediction score formula	0.3 × (average C _T value) – 3 × (1 if self-reported weight loss occurred; 0 if no self-reported weight loss occurred)			

*Not included in final model as not significant (p ≥ 0.05)

†Based on the β-coefficient in the final model

Table 2. Univariate and multivariate analysis of known smear positive associates and derivation of a clinical prediction score.

Total Stub

A total stub is to be used when there is a total that is actually the SUM of the numbers in a column. It, however, will not be separated from the main body text by a line, or rule, above it. View [Example 3A](#) as submitted in manuscript for review purposes.

Example 3A in submitted manuscript:

Table 1: *M. tuberculosis* Lineage and Patient Characteristics by Site of Disease

	Exclusively Extra- pulmonary		Exclusively Pulmonary		Combined Extra- pulmonary and Pulmonary		Total
Lineage	n	(%)	n	(%)	n	(%)	n
East Asian	561	(13.0)	3,336	(77.6)	405	(9.4)	4,302
Euro-American	2,954	(13.8)	16,401	(76.4)	2,104	(9.8)	21,459
Indo-Oceanic	1,102	(22.6)	3,343	(68.6)	428	(8.8)	4,873
East-African Indian	468	(34.3)	764	(55.9)	134	(9.8)	1,366
Age*							
0-4 years	54	(16.6)	191	(58.8)	80	(24.6)	325
5-14 years	68	(24.4)	178	(63.8)	33	(11.8)	279
15-24 years	576	(14.8)	3,002	(77.0)	323	(8.3)	3,901
25-44	1,959	(17.7)	7,947	(71.6)	1,190	(10.7)	11,096
45-64	1,359	(14.0)	7,490	(76.9)	886	(9.1)	9,735
65+	1069	(16.0)	5,035	(75.6)	558	(8.4)	6,662
Sex*							
Female	2,531	(21.4)	8,253	(69.7)	1,051	(8.9)	11,835
Male	2,553	(12.7)	15,587	(77.3)	2,018	(10.0)	20,158
HIV Status							
Negative	2,703	(15.1)	13,686	(76.5)	1,491	(8.3)	17,880
Positive	308	(14.3)	1,330	(61.8)	515	(23.9)	2,153
Unknown	2,074	(17.3)	8,828	(73.8)	1,065	(8.9)	11,967
Region of Birth							
Africa	356	(24.6)	903	(62.3)	191	(13.2)	1,450
Americas	2,481	(11.9)	16,280	(78.4)	2,012	(9.7)	20,773
E. Mediterranean	386	(39.1)	515	(52.2)	86	(8.7)	987
Europe	98	(15.1)	490	(75.6)	60	(9.3)	648
SE Asia	668	(33.5)	1,149	(57.6)	179	(9.0)	1,996
W Pacific	1,063	(17.6)	4,433	(73.6)	530	(8.8)	6,026
Unknown	33	(27.5)	74	(61.7)	13	(10.8)	120
Race/Ethnicity							
Hispanic	972	(11.7)	6,478	(77.9)	871	(10.5)	8,321
American Indian	69	(14.7)	353	(75.0)	49	(10.4)	471
Asian	1,759	(21.3)	5,762	(69.9)	726	(8.8)	8,247
Black	1,554	(17.8)	6,205	(71.0)	976	(11.2)	8,735
Native Hawaiian	39	(23.8)	95	(57.9)	30	(18.3)	164
White	639	(10.9)	4,823	(82.3)	399	(6.8)	5,861
Multiple/Unk	53	(26.4)	128	(63.7)	20	(10.0)	201
Total	5,085	(15.9)	23,844	(74.5)	3,071	(9.6)	32,000

*There were 2 cases with unspecified age and 7 cases with unspecified sex.

Table Body

Wherever possible, the body of the table should be free of symbols (% , \$, etc.) or measurement abbreviations (cm, kg, etc.). Symbols should appear in the column head when they apply to all values in the column, or in the stubs when they apply to all values in the row. Sometimes they can even be placed at the end of the table title, if they apply to all of the data within the table. Missing Data: Three centered ellipses may be used in blank cells; it is also acceptable to leave these cells empty.

Table Footnotes

All notes end with a period, even if they are not complete sentences.

Table note callouts should be arranged in the body of the table from left to right, top to bottom, as if reading a text. Every callout in the table should have a corresponding footnote.

Many tables will have a general explanatory section that appears first, underneath the table. It should be followed by any abbreviations, then any designators. The explanatory section is not numbered or indented.

Some tables also have an unnumbered note labeled “sources” (or “source” if only one source is cited). This is used to list the sources that were used in constructing the table. If such a note is used, it should precede all other footnotes, including the “general” section.

Footnotes indicating standard levels of significance in statistical tables usually use asterisks. These footnotes should follow all other footnotes at the bottom of the table. See [example 4A](#).

Example 4A as submitted:

TABLE 1. Metabolic parameters analyzed in WT mice and *MCP-1*^{-/-} mice

	WT mice		K/O mice	
	Mock	Ad36	Mock	Ad36
NEFA	420.0 ± 2.1	382.5 ± 2.1**	380.0 ± 2.8	496.0 ± 7.1**
Glu	85.5 ± 0.7	59.0 ± 1.4**	58.5 ± 2.1	77.0 ± 1.4**
HDL	53.9 ± 0.4	48.9 ± 0.6*	51.3 ± 0.5	55.8 ± 0.5*
LDL	123.5 ± 0.7	104.5 ± 0.7**	119.0 ± 2.8	128.5 ± 2.1
TC	88.5 ± 0.7	80.5 ± 2.1*	62.0 ± 2.2	94.5 ± 2.1**
TG	48.0 ± 2.8	52.5 ± 0.7	66.5 ± 0.7	64.0 ± 2.9
insulin	3.6 ± 0.1	3.0 ± 0.2*	2.6 ± 0.2	2.9 ± 0.2

Note.— NEFA, neutral free fatty acid (μEq/l); Glu, glucose (mg/dl); HDL, high-density lipoprotein-cholesterol (mg/dl); LDL, low-density lipoprotein-cholesterol (mg/dl); TC, total cholesterol (mg/dl); TG, triglyceride (mg/dl); insulin (μU/ml). (Mock, PBS-treated group; Ad36, Ad36-infected group; WT, wild-type mice; K/O, *MCP-1*^{-/-} mice, **P*< 0.05, ***P*< 0.01).