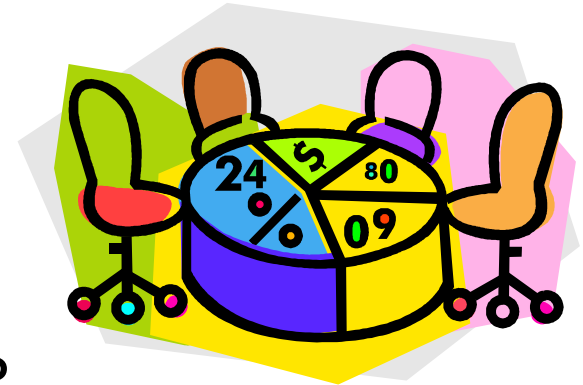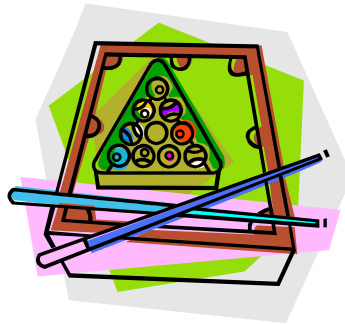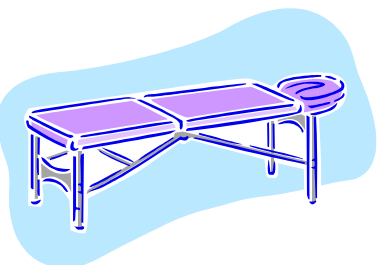# Making Journal-Quality Tables (and other useful hints!)

Presented by the CFDR

Instructor: Meredith Porter

Monday, October 23, 2006

First question to ask…

● Who is your audience?

  – Specific journal

  – Conference reviewer

  – Professor overseeing assistantship

  – Professor of class

First question to ask…

- Specific journal
  - Consult the journal's website
    - Manuscript submission guidelines

    …Here are some examples of manuscript submission guidelines →

ASA Manuscripts (*American Sociological Review, Social Psychology Quarterly…*)

- Number tables consecutively throughout the text. Type or print each table on a separate page at the end of your paper. Insert a note in the text to indicate table placement

- Each table must include a **descriptive title** and **headings** for all columns and rows (see recent journal issues for examples).

- For clarity, always use the same variable names in your tables as you use in your text.

ASA Manuscripts (*American Sociological Review, Social Psychology Quarterly…*)

- Standard errors, standard deviations, t-statistics, and so on, should appear in parentheses under the means or coefficients in the tables.

- Gather general notes to tables as "Note:" or "Notes:" at the bottom of the table; use a, b, c, etc., for table footnotes.

- Use asterisks *, **, and/or *** to indicate significance at the $p < .05$, $p < .01$, and $p < .001$ levels, respectively; note if tests are one-tailed or two-tailed. Generally, only those results significant at the $p < .10$ level or better should be indicated as significant in tables or text.

Criminology

- Please note that if a paper is accepted for publication, all the formatting and layout of tables and graphs will have to be **redone** in the composition stage of publication. It is therefore requested that table formatting and layout be **kept simple and straightforward**. Information should be conveyed as simply as possible…

- The title of the table is flush left at the top of the page. "Table" is followed by a space, the table number, and a period. This is followed by two spaces and then the title of the table, with initial capital letters for all important words, and no period.

Criminology

- Tables should have no borders or shading. This will be added during composition. Set the first column heading and column flush left; other headings and columns can be arranged in whatever format best presents the data, so long as **all data within a column are aligned with the heading and with other data in the column**.

- **Consult a recent issue** of *Criminology* for style and placement of general notes to the table, specific footnotes, and the source.

Demography

- Tables are numbered consecutively in the order in which they are cited. Thus each table must be cited in the text. … Sometimes a straddle heading is appropriate to avoid repeating the same word in two column heads.

- **Avoid using bold or italic type within the body of the table.** Separate headings from the title using a horizontal rule covering the width of the table; separate straddle heads from the column heads using a single horizontal rule straddling only the pertinent columns; separate column heads from the body using a horizontal rule covering the entire width of the table. **Do not use vertical rules anywhere in the table; do not use horizontal rules in the body of the table**. Close the body of the table with a single horizontal rule covering the width of the table.

American Journal of Sociology

- Tables should be numbered consecutively as they appear in text. *AJS* strongly prefers that authors number discrete items separately (table 1, 2, 3, 4, etc.) as opposed to grouping items together (table 1, table 2a, 2b, 2c). Appendix tables are numbered table A1, A2, or table B1, B2, and so on. *AJS* **frowns on the use of font in tables** (i.e., bold or italic to mark a specific cell) and avoids the use of "panel" to refer to a specific group of table entries. *AJS* requires that you collect tables together at the back of your manuscript rather than placing them where cited in the text.

Journal of Marriage and Family

- Generally follows APA
- Gives templates for tables

- Follow rules set out by specific journal

- If rules are vague or you have a different audience, there are some general rules you can keep in mind…

Examples of Not-So-Good Tables

Table 6. Summary of Estimates of Birth Attendance by a Physician, Nurse, or Trained Midwife Using Confirmatory-Factor Scores

| | | Effect of Household Factor Score | | | |
| | | Absolute Difference | | Difference Relative to the Mean | |
Region	Factor Score Positive and Significant	All	Significant	All	Significant
North Africa	4 of 4	7.1	0.070	11.6	0.001
Sub-Saharan Africa	31 of 39	10.7	0.005	18.7	0.065
Southeast Asia	4 of 5	10.8	0.150	14.9	0.154
South and Central Asia	8 of 8	18.8	0.800	47.6	0.008
West Asia	3 of 4	4.4	0.010	7.6	0.118
Latin America	13 of 16	7.9	0.001	13.8	0.548
Total	63 of 76	10.4	0.000	19.5	0.853

Notes: The surveys for Ethiopia 1999, Niger 1998, and Philippeans 1998 did not collect data on birth attendance.

- Open Excel
  - Open Excel Examples file

Examples of Good Tables

Table 4. Summary of γ, the Effects of Determinants X on the Living-Standards Factor

Item	Estimated	Positive and Significant	Negative and Significant
Demographic Variables for Head			
Male	85	74	11
Age	85	85	0
Age Squared[a]	85	0	85
Head's Education			
Completed primary or incomplete secondary	76	76	0
Completed secondary or higher	60	60	0
Completed secondary	19	19	0
Higher	20	20	0
Unknown	12	12	0
Other			
Household has electricity	61	61	0
Residence in a small city	71	60	11
Residence in a capital or large city	82	74	7

[a] The living-standards factor was estimated to increase with the head's age up to age 59.7, which is the average "turning point" among all the estimated models.

Examples of Good Tables

Table 6. Summary of Estimates of Birth Attendance by a Physician, Nurse, or Trained Midwife Using Confirmatory-Factor Scores

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Southeast Asia	4 of 5	10.8	14.3	14.9	19.5
South and Central Asia	8 of 8	18.8	18.8	47.6	47.6
West Asia	3 of 4	4.4	5.3	7.6	9.4
Latin America	13 of 16	7.9	9.4	13.8	16.4
Total	63 of 76	10.4	9.4	19.5	21.8

Notes: The surveys for Ethiopia 1999, Niger 1998, and Philippeans 1998 did not collect data on birth attendance.

Examples of Good Tables

- So how do we get from having a whole jumble of data to a nice, organized table?

Excel Basics

- Entering data
  - Raw data
- Formatting
  - Merging
  - Alignment
  - Decimals
- Inserting & Deleting
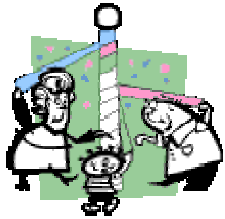
Advanced Excel Moves

- Borders & Lines
- Formulas ("Functions")
  - Summing
  - Mean/Median/Mode
  - Minimum/Maximum

Entering Data

- Bringing in data from SAS

SAS → **Excel**

● Make sure SAS is set-up for HTML output (before running program)

1. tools…

2. options…

3. preferences…

4. results…

5. create HTML (check box)

   Folder (desktop or work folder)

   Style Minimal

SAS → Excel

- Two ways to get output into Excel
  1. Open with Excel
     1. Once HTML output is generated, go to file (on desktop if you save there)
     2. Right-click on file, click on Open with
     3. Choose Excel

SAS → Excel

- Two ways to get output into Excel
  - 2. Copy and paste from HTML output

Excel→ Word

- How can I put my table into Word?
  - Highlight cells you want copied
  - Copy (Edit, Copy OR CTRL C)
  - Open Word document
  - Paste (Edit, Paste OR Edit, Paste Special)
    - Many options…

Creating Tables in Word

- Table, Insert Table

Presented by:

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Additional Sources:

Journals

Demography
Journal of Marriage and the Family

www.microsoft.com