

ROWMAN & LITTLEFIELD

TABLES GUIDE

To create tables:

1. Use the Tables feature of your software to create *all* tabular matter. Do not use tabs or spaces to separate data. *Do not* use spreadsheet software (e.g., Excel).
2. Tables should be double-numbered where the first number is the chapter number and the second number is the number of the table in the chapter (e.g., table 2.3 would be the third table in chapter 2).
3. Save each table in a separate file named for the table number (e.g., table 2.3 could be table2.3.docx or T02-003.docx).
4. Before creating the table body, type the table number and title. For the title, strive for brevity and objectivity. For example, use “Recidivism among Reform School Parolees” rather than “High Degree of Recidivism among Reform School Parolees.”
5. If you have a short bit of important explanatory information (e.g., unit of measure, statistical information), include it in parentheses after the table title or a column heading. More detailed information should be placed in a note at the bottom of the table.
6. Keep column headings short. If a column head or text runs to a second line, let it wrap automatically and don’t worry about awkward word or line breaks.
7. If column headings need to straddle two or more columns, merge the cells.
8. The body of a table is composed of vertical columns of information. Avoid mixing different types of information in the same column; separate money from percentages or information expressed in words. Keep items consistent in form, as well (e.g., don’t abbreviate some state names and spell out others).
9. If footnotes are necessary, they should appear below the table. There are four different table footnotes, and they should be placed in the following order:

Source. If the data for your table came from another source or sources, provide complete source information. If a table is reproduced without change from another source, you must obtain permission to reuse it (which you will need to provide to us) and supply the full credit in the source line. The source line appears just below the table, beginning with *Source* or *Sources* followed by full citation.

A note applicable to the whole table. This is used for providing information about how data were gathered, the reliability of the information, and so on. Place the information following *Note* or *Notes*.

Notes specific to a part of the table. In the table body, place a lowercase superscript letter (starting with *a*) to the right of the item that the note addresses. At the bottom of the table, insert the same superscript letter and then type the note. Do not put a note callout on the table title.

Notes on statistical significance levels/probability notes. The notes are inserted at the bottom of the table only. Use asterisks to differentiate between levels of significance: a single asterisk is used for the lowest level, two asterisks for the next level up, and three asterisks for the highest level of significance.

In addition:

1. In your manuscript, direct your readers to your tables by referring to them by number (e.g., “table 2.1 shows . . .” or “see table 2.1”).
2. After the paragraph in which you reference a table, insert a callout for the typesetter (e.g., <table 2.1 here>). Tables without callouts may inadvertently be omitted from the final layout.
3. Tables will be placed as near to their callouts as text allows, but exact placement is not determined until typesetting, so do not refer to tables and textboxes as being “above,” “below,” or on a specific page.

4. If you find your data is too wide to fit on one page, change the page setup to “landscape” (a.k.a., “broadside”). If it is still too wide to fit (even when reduced to 10-point type), then it is too large for the book, and you will need to edit it or divide it into two or more tables. The exception may be if your book will be published in a format larger than our standard 6" × 9" trim size. Please confirm the planned dimensions for your book with your acquisitions editor.
5. For a more in-depth discussion of table creation/formatting, refer to chapter 3 of the *Chicago Manual of Style*, 16th ed.

Three samples follow.

Table 1.1. Florida Drug Offenders

<i>Drug Offense</i>	<i>Offenders</i>	<i>Arrest History</i>			
		<i>Violent Felony Crime^a</i>		<i>Nonviolent Felony Crimes</i>	
		<i>Percent Zero</i>	<i>Concentration Index^b</i>	<i>Percent Zero or One</i>	<i>Concentration Index^b</i>
Possession	45,906	76.0	34.4	42.2	34.1
Sale	8,472	65.5	26.2	27.8	18.0
Smuggling	384	69.5	29.6	40.4	19.8
Production	452	86.5	41.9	63.3	23.7
Trafficking	3,308	82.6	40.3	53.3	22.0
Delivery and distribution	1,997	69.4	28.5	31.9	20.4
Possession of drug equipment	6,256	68.2	30.1	31.0	18.8

Source: Trager and Clark (1989).

Note: Drugs addressed in study were cocaine, heroin, ecstasy, and marijuana.

^aViolent crimes include homicide, sexual assaults, robbery, aggravated assault, kidnapping, and arson (zero or one). Nonviolent offenses include burglary, larceny, automobile theft, and drug felonies.

^bThe proportion of arrests in each category is accounted for by the 2.3 percent of the population that is most frequently arrested. These offenders exceed the mean number of arrests by two standard deviations.

Table 1.2. Leading Television Markets for Religious Programs

<i>Eastern Core</i>	<i>Western Core</i>	<i>Other</i>
Group A ^a		
Birmingham, AL	Little Rock, AR	
Charleston-Huntington, WV	Tulsa, OK	
Greenville-New Bern-Washington, NC		
Greenville-Spartansburg, SC-Asheville, NC		
Johnstown-Altoona, PA		
Knoxville, TN		
Norfolk-Portsmouth-Newport News-Hampton, VA		
Raleigh-Durham, NC		
Richmond, VA		
Roanoke-Lynchburg, VA		
Tampa-St. Petersburg, FL		
Group B ^b		
Augusta, GA	Dallas-Fort Worth, TX	Mobile, AL
Charlotte, NC	Kansas City, MO/KS	
Chattanooga, TN	Jackson, MS	
Cincinnati, OH	Monroe, LA-El Dorado, AR	
Jacksonville, FL	Wichita Falls, TX-Lawton, OK	
Tallahassee, FL		
Wheeling, WV-Steubenville, OH		

^aMore than 60,000 viewing households and more than 15 percent viewing rate.

^bEither 60,000 viewing households and moderate (7–15 percent) viewing rate or 40,000–60,000 households and high (more than 15 percent) viewing rate.

Table 1.3. Differentiating Characteristics of the Species of the Genus *Rhodobacter*

Characteristic	<i>R. Capsulatus</i>	<i>R. Sphaeroides</i>
Cell diameter	0.5–1.2	0.7–4.0
Motility	+	+
Slime formation	±	±