

Formatting the Tables

Things to keep in mind:

- Most medical journals want tables made in Word and not Excel.
- Do not use grid lines to separate columns. However, we typically only use grid lines at the very top of the table to separate the row headers from the data and at the very bottom to signify the end of the table.
- Most journals do not allow shading or colors within data tables.
- Provide units for any data presented with means or medians.
- Provide the full spelling of any abbreviations used in the table in a footnote, in alphabetical order.
- Clarify how the data are presented either in the table footnote or in the row or column header.
- Be sure to present the numerator, denominator, and percentages for all data.

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