

**INSTRUCTIONS FOR TABLE CREATION**

**Creating a Table**

Use the table editor of the word processing software to build a table. Regardless of which program is used, each piece of data needs to be contained in its own cell in the table.

Avoid creating tables using spaces or tabs. For accepted manuscripts, tables created with spaces, tabs, and/or hard returns must be retyped during the editing process, creating delays and opportunities for error. Do not try to align cells with hard returns or extra spaces. Similarly, no cell should contain a hard return or tab. Although individual empty cells are acceptable in a table, be sure there are no empty columns. Place each row of data in a separate row of cells:

| Treatment | Group A | Group B |
|-----------|---------|---------|
| Medical   | 500     | 510     |
| Surgical  | 500     | 490     |

Note that numbers and percentages are presented in the same cell and measures of variability are in the same cell as their corresponding statistic:

| Characteristics   | Group A<br>(n = 50) | Group B<br>(n = 50) | Relative Risk<br>(95% CI) |
|-------------------|---------------------|---------------------|---------------------------|
| Women, No. (%)    | 25 (50)             | 20 (40)             | 1.25 (1.11-1.57)          |
| Age, mean (SD), y | 35 (8)              | 37 (7)              | 0.98 (0.92-1.05)          |

To present data that span more than 1 row, do not merge the cells vertically. Instead, put the data in a cell near the middle

of the rows. In Table 3, the final column lists the *P* value for the overall age comparison:

| Age, y | Blood Pressure, mm Hg | <i>P</i> Value |
|--------|-----------------------|----------------|
| 18-34  | 120/75                |                |
| 35-50  | 110/80                | .08            |
| 51-80  | 125/82                |                |

The table should be constructed such that comparisons between groups read horizontally (see Tables 1 and 2).

Do not draw lines or rules—the table grid feature will display the outlines of each cell.

**Data Presentation**

When presenting percentages, include numbers (numerator, and denominator if necessary). Include variability where applicable (eg, mean [SD] or median [interquartile range]).

All *P* values should be reported as exact numbers to 2 digits past the decimal point, regardless of significance, unless they are lower than .01, in which case they should be presented to 3 digits. Express any *P* values lower than .001 as *P*<.001. *P* values can never equal 0 or 1.

**Footnotes**

Be sure to explain empty cells. Also, if necessary add a footnote to explain why numbers may not sum to group totals or percentages do not total 100. List abbreviations for the table in a footnote and use superscript lowercase letters as footnote symbols.

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