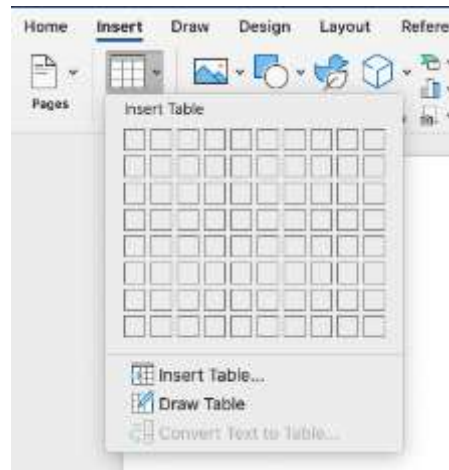


Creating Tables in Word for SWC Manuscripts

1. To fit the journal page, maximum table dimensions are 4" (width) by 7" (height).
2. To insert a table:
 - a. Place your cursor at the insertion point in the document where you want the table to appear.
 - b. Select the **Insert** tab to access features on the Insert Ribbon.



- c. Click the **Table** command.



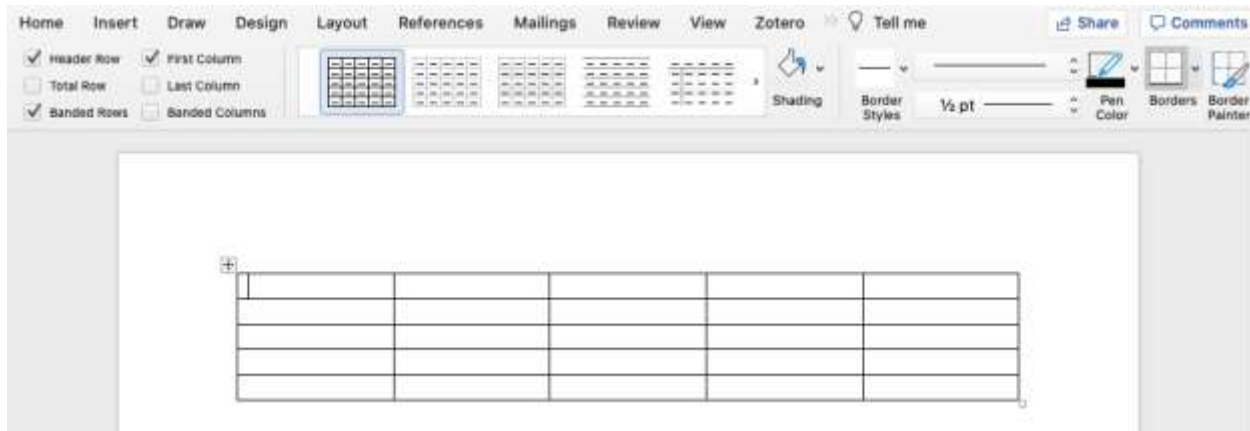
- d. Hover mouse over diagram squares to select the number of rows and columns you would like your table to have, click once you have selected the appropriate number.



OR click **Insert Table** under the diagram to manually enter table dimensions, then click **OK**.

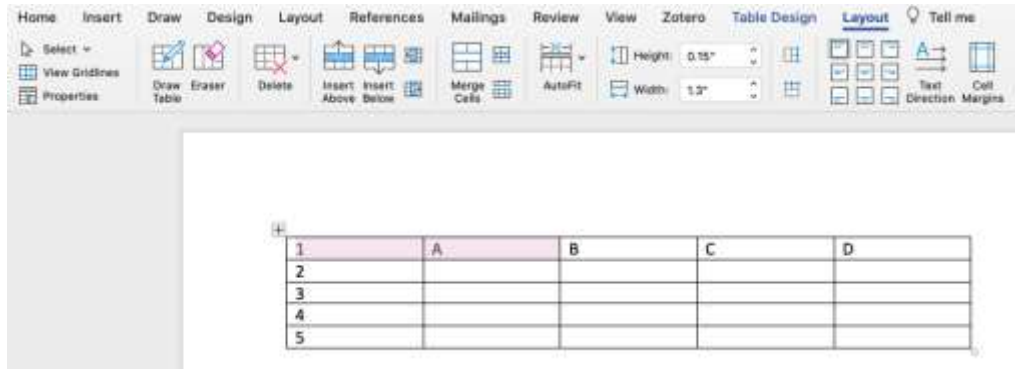


e. Click any box in the table to begin inserting text.



3. Requirement for and placement of titles/captions:

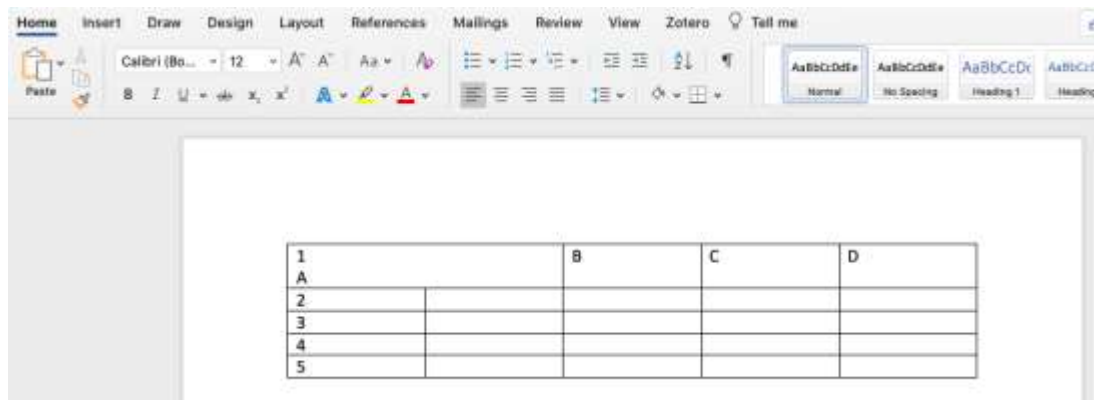
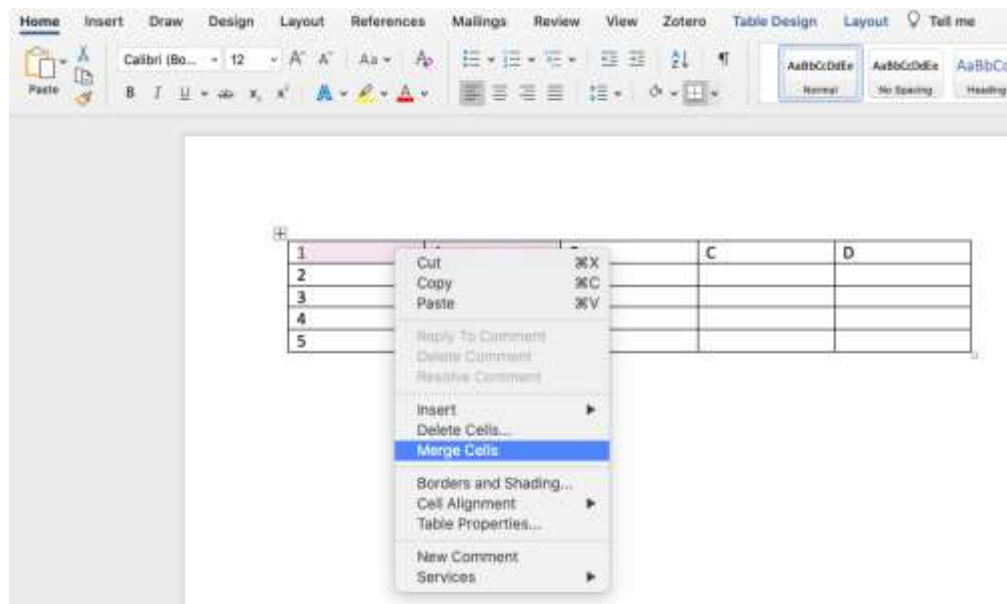
- a. As easy to way to create the largest possible table within these dimensions is by putting the table caption (e.g., Figure 1: Title) on the top row of the table and any footnote or explanatory note on the bottom row of the table.
- b. To center or left align the caption or note, **merge** all cells on that row and select the alignment on the Home ribbon in the Paragraph group.
 - i. Select cells you want to merge by clicking the first one of the desired cells and dragging mouse over the consecutive cells to be combined.
 - ii. Click the **Table Tools Layout ribbon** (second Layout tab on the far right of the screen).



iii. Click the **Merge Cells** option in the middle of the screen.



OR after selecting the cells you wish to merge, right click on your mouse and select **Merge Cells**.



4. Font type (required or recommended):

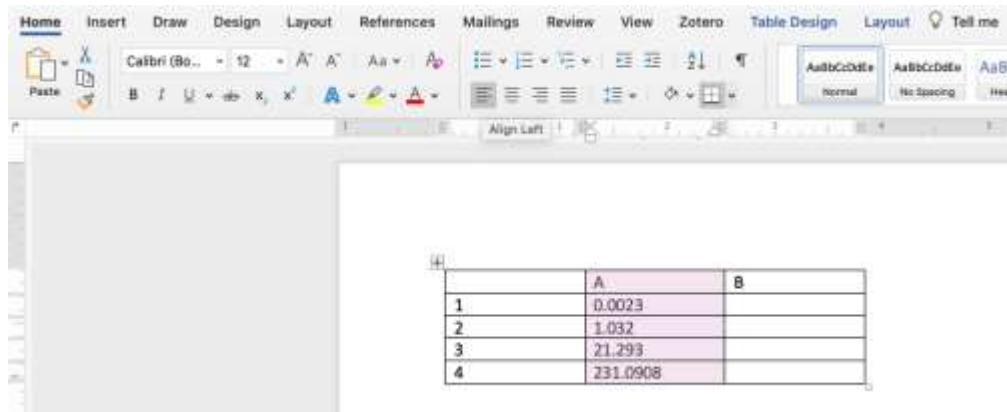
- a. If possible, use the same font as the main text (Palatino).
- b. Alternately, select a san serif font for highly legible numbers (e.g., Calibri, Arial).

5. Font size (recommended or allowable):

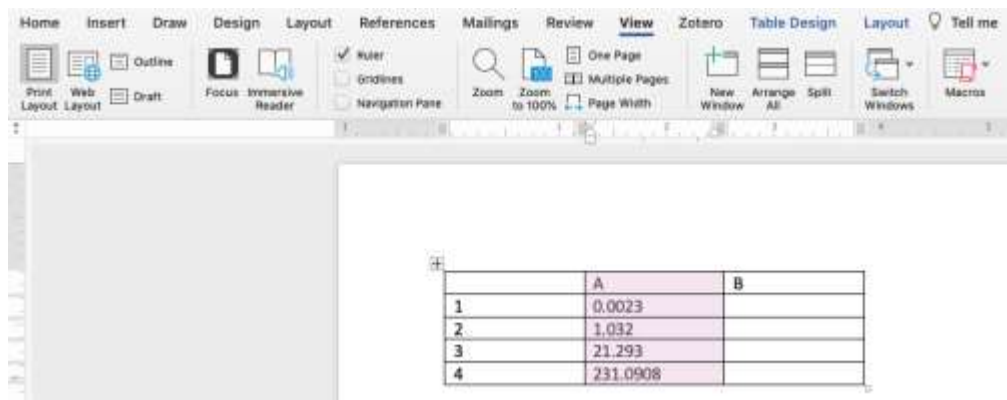
- a. If possible, use the same font size as the main text (11 pt).
- b. If necessary to fit more information into the table, use a smaller font size (9, 9.5, 10 or 10.5).
- c. Whatever you choose, use the same font and font size for main content on all tables in the manuscript.
- d. Optionally, use slightly larger font for titles and use slightly smaller fonts for captions or notes but be sure these are consistent across all tables in the manuscript.

6. Use decimal alignment for all statistical columns (so that whole numbers are right justified and decimals are decimal justified).

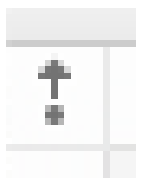
- a. Select, or highlight, the column you are working with and ensure the text is aligned left within the cell.



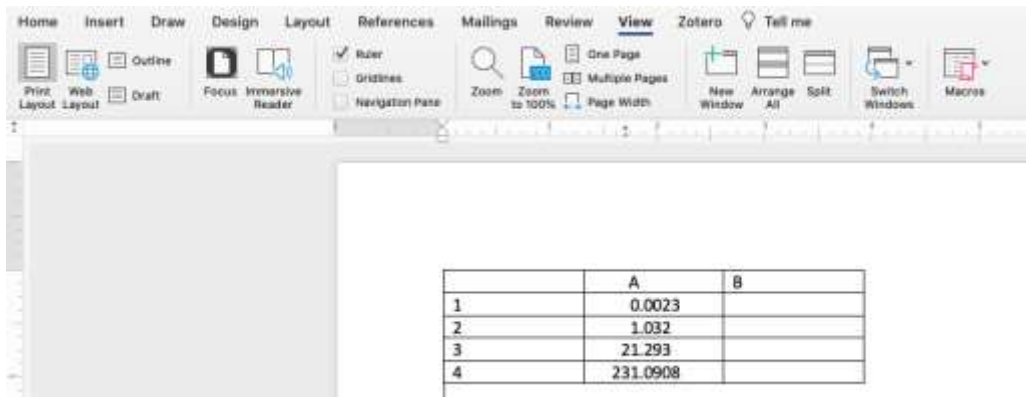
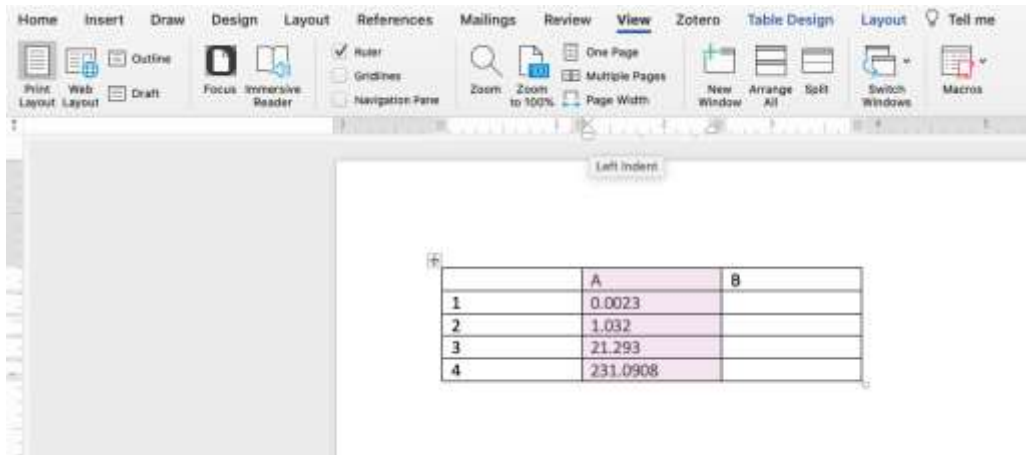
b. Click the View ribbon and select Ruler.



- c. In the upper left corner of the window, directly under Print Layout, click the box repeatedly until the **decimal alignment tab** appears (arrow pointing upwards, over a decimal point).



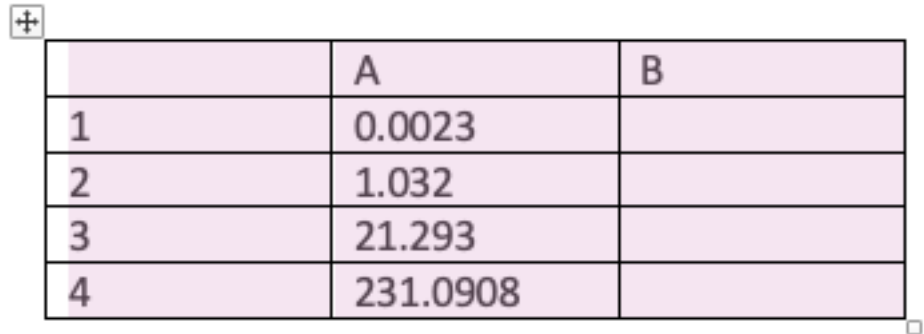
- d. With the column highlighted, click the **ruler line** at the top of the document where you would like the decimal alignment tab to be. If necessary, re-position it by dragging to the correct spot in the column on the ruler bar.



7. Whether and how to rotate table content:

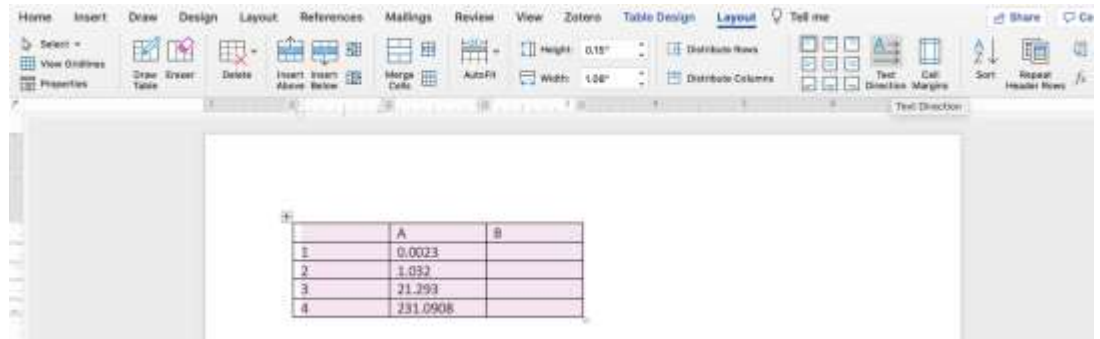
- For tables that use only part of the page, maintain portrait format.
- For tables that fill one page or more, choose portrait or landscape format to portray information most easily.
- In either portrait or landscape format, the maximum table size is 4" (width) by 7 " (height).
- To rotate table content:**

- i. Select the whole table.

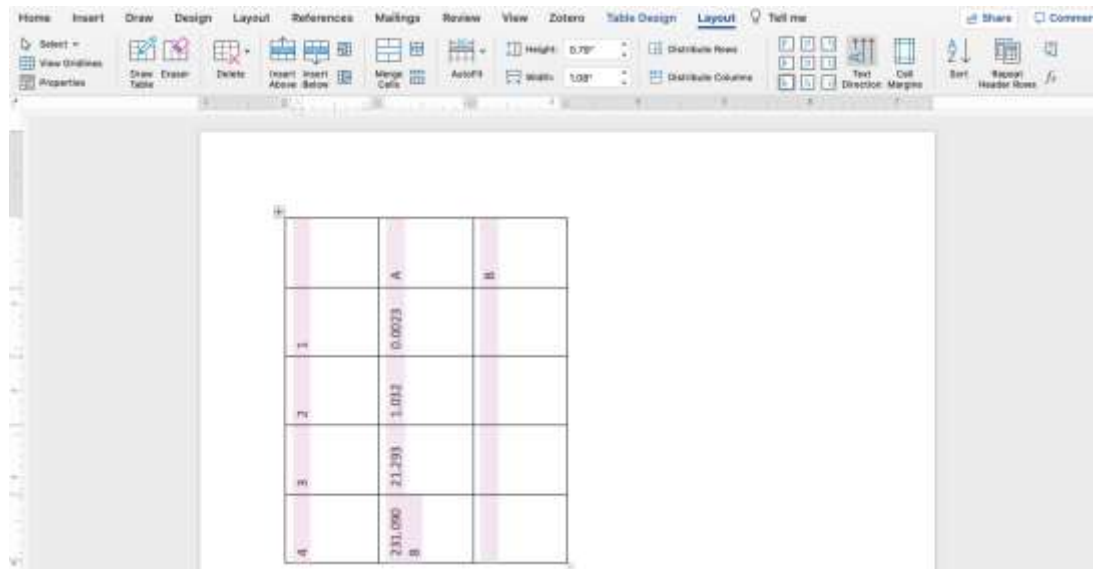


	A	B
1	0.0023	
2	1.032	
3	21.293	
4	231.0908	

- ii. Click the **Table Tools Layout** ribbon (second Layout tab on the far right of the screen).



- iii. Click **Text Direction** to rotate the table, click again to rotate further until at desired orientation.



8. Suggestions for use of shading or formatting to increase readability of table data:

- a. While the cursor is located inside a table, Word provides Table Tools on two ribbon menus, Design and Layout.
- b. On the **Design** ribbon, the **Table Styles** group provides several options for automatically formatting and shading tables. You may select one of these options or format and shade

your table manually.

Home Insert Draw Design Layout References Mailings Review View Zotero **Table Design** Layout Tell me

Header Row First Column
 Total Row Last Column
 Banded Rows Banded Columns

	A	B
1	0.0023	
2	1.032	
3	21.293	
4	231.0908	

Home Insert Draw Design Layout References Mailings Review View Zotero **Table Design** Layout Tell me

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