

Sample Tables

Table 1: Sample of how tables should look, adapted from the Publication Manual of the American Psychological Association, 4th Ed.

	Column grouping 1		Column grouping 2	
	Col 1a	Col1b	Col 2a	Col 2b
Row 1	###	###	###	###
Row 2	###	###	###	###
Row 3	###	###	###	###

Table 2: Students' Mean Cumulative GPA (C-GPA) and Major GPA (M-GPA) by Gender and Major

	Female		Male	
	C-GPA	M-GPA	C-GPA	M-GPA
Major 1	2.97	3.05	2.86	2.99
Major 2	2.86	2.99	2.97	3.05
Major 3	3.50	3.87	3.50	3.87

Note that for tables, the title goes above the data table. Note the appropriate row borders also--with a line above *and below* the header row(s), and a line under the final row of data. If there are column groupings (shown above) there is an additional line under the grouping (ex. between gender and GPA categories above). Format decimals to a constant number of points past the decimal (so "3.50" does not appear as "3.5") and center columns and column headers.

Sample Figures

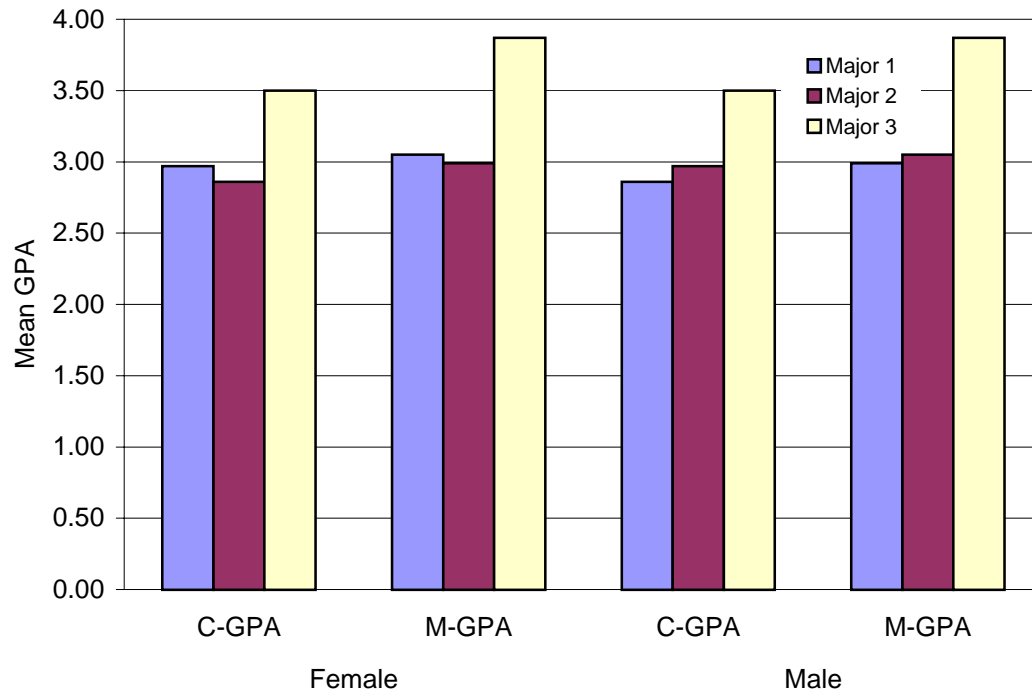
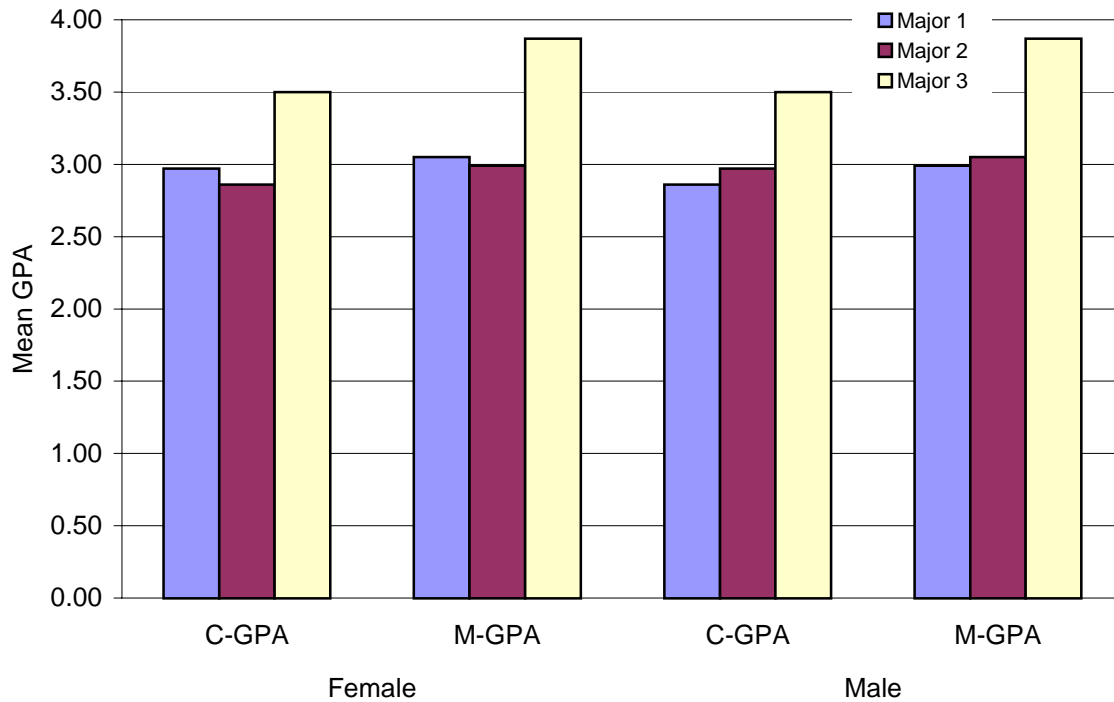


Figure 1: Students' Mean Cumulative GPA (C-GPA) and Major GPA (M-GPA) by Gender and Major

Note that on Figures, the title goes beneath the figure itself. Also, the font used in figures should match the body of the document, including font size. Use **bold** type face for the word "Figure #," and regular for the title. Other chart types (pie chart, line chart, etc.) are also acceptable formats. Resist the urge to allow your software to pick the appropriate scale for your data. Here, Excel defaulted to a scale from 0-5, while GPA has a maximum range of 4.0. We changed the scale appropriately.

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	Female		Male	
	C-GPA	M-GPA	C-GPA	M-GPA
Major 1	2.97	3.05	2.86	2.99
Major 2	2.86	2.99	2.97	3.05
Major 3	3.50	3.87	3.50	3.87

Figure 2: Students' Mean Cumulative GPA (C-GPA) and Major GPA (M-GPA) by Gender and Major,

If you want to include a data table with a chart/graph, the resultant "combination" becomes a figure. As with all figures, the title goes beneath the figure itself (including the data table). Also, the font used in figures should match the body of the document, including font size. Use **bold** type face for the word "Figure #," and regular for the title. Other chart types (pie chart, line chart, etc.) are also acceptable formats. Resist the urge to allow your software to pick the appropriate scale for your data. Here, Excel defaulted to a scale from 0-5.0, while GPA has a maximum range of 4.0. We changed the scale appropriately.