

## Preparing Tables and Boxes

### Tables

Unlike graphs, tables are not considered illustrations; they can be produced using type alone and are typeset along with the book's text.

- Do not embed tables within the text files. Place them in a separate file, all tables in one file. Begin each table on a new page within that file.
- Tables should be prepared using your word processor (e.g., Microsoft Word), not a spreadsheet program like Microsoft Excel.
- All the elements of a table—number, title, data, and any notes—should be included in the table file. Do not supply a separate list of table titles or captions.
- A note indicating the source of the table or of the data in the table should go at the bottom of the table and should be introduced by the word *Source* or *Sources* plus a colon.
- A substantive note that applies to the table as a whole should go at the bottom of the table, after the source note, and should be introduced by the word *Note* plus a colon.
- Notes to specific cells in a table should appear below the table, after any source or general notes for the whole table. Use letters to indicate the sequence of notes for specific cells: a, b, c, etc.
- Bear in mind that the pages of the finished book will be much smaller than the manuscript pages in Word, and tables must be legible in the finished book. Type them using a font size that is large enough to read when the table is printed out at a width of 4 inches. Do not make tables so wide that they cannot be reproduced in portrait orientation in the book (i.e., at 4 inches wide). As a rule of thumb, avoid tables of more than 4 columns.
- Format columns clearly. Use your word processor's Table function to define columns.
- Number tables either consecutively by chapter and sequence within that chapter (table 1.1, table 1.2, etc.) or, if there are only a few tables, in one sequence (table 1, table 2, table 3, etc.). If your book has both tables and figures, keep the numbering systems consistent.
- In the manuscript file, indicate with a "callout," placed on a separate line between paragraphs and enclosed in angle brackets, approximately where each table should appear: <Insert table 3.4 near here>. Every callout should begin with the word *Insert* to facilitate searching for them in the manuscript. The callouts will not be printed in the book.
- Bear in mind that good page makeup in the finished book requires that tables not be in a fixed position in the text. Do not introduce them with a colon. Rather, refer to them by table number in the text: "The population increased dramatically over the decades (table 3.4)."

### Boxes or Sidebars

- Do not embed boxes within the manuscript file; place them in a separate file, all boxes in one file. Begin each box on a new page within that file.
- All the elements of a box—number, title, body, and any notes—should be included in the box file.
- A note indicating the source of the box or of the information in the box should go at the bottom of the box and should be introduced by the word *Source* or *Sources* plus a colon.
- A substantive note that applies to the box as a whole should go at the bottom of the box, after the source note, and should be introduced by the word *Note* plus a colon.
- Notes to specific mentions in a box should appear immediately below the box. Use letters to indicate the sequence of these notes: a, b, c, etc.

- Number boxes either consecutively by chapter and sequence within that chapter (box 1.1, box 1.2, etc.) or, if there are only a few boxes, in one sequence (box 1, box 2, box 3, etc.). Follow a consistent numbering style for figures, tables, and boxes throughout the book.
- In the manuscript file, indicate with a “callout,” placed on a separate line between paragraphs and enclosed in angle brackets, approximately where each box should appear: <Insert box 1.1 near here>. Every callout should begin with the word *Insert* to facilitate searching for them in the manuscript. The callouts will not be printed in the book.
- Bear in mind that good page makeup in the finished book requires that boxes not be in a fixed position in the text. Do not introduce them with a colon. Rather, refer to them by boxnumber in the text: “Many advertisers used clever slogans (box 1.1).”