

Appendix: Annotated Table

Here is a sample table of descriptive statistics. The main parts are identified.

Number
↓
Table 1

Title
↓
Descriptive Statistics

Spanner head
↓
Beneficiaries^a

Rule
←

Column head
←
High-Cost Low-Cost

Stub
{

| Variable | Full Sample | High-Cost | Low-Cost |
|---------------------------|---------------|----------------|---------------|
| Predicted home care costs | \$2927 (2351) | \$6224 (2070) | \$1828 (1056) |
| Medical care events | | | |
| Home health care | 12.59 (63.95) | 34.04 (104.52) | 5.45 (40.09) |
| Inpatient care | 0.373 (0.956) | 0.649 (1.239) | 0.281 (0.821) |
| Outpatient care | 3.74 (9.53) | 5.20 (11.91) | 3.25 (8.54) |
| Age | 72.02 (14.34) | 76.01 (15.37) | 70.69 (13.73) |
| Male | 0.43 | 0.29 | 0.48 |
| Married ^b | 0.47 | 0.33 | 0.52 |
| Body mass index | 25.38 (6.23) | 24.30 (8.43) | 25.73 (5.27) |
| Observations | 97,193 | 24,293 | 72,900 |

Body (excludes stub)

Source note Source: Adapted from McKnight 2006, table 1, p. 301.

General note Note: Values are means, except for observations. Standard deviations in parentheses.

Specific notes {
^aPredicted.
^bProxy measures only. See text for explanation.

The following details about the example should be pointed out. (1) In a table of descriptive statistics, it is customary to provide standard deviations, where applicable. In this case, the standard deviations are given in parentheses, right next to the means. (2) The heading “Beneficiaries” is a spanner head because it “spans” or applies across two or more column heads; a spanner rule indicates the relationship between the spanner head and the column heads. (3) The general note applies to the table as a whole. (4) The specific note “a” applies only to the category “Beneficiaries”; likewise, the specific note “b” applies only to the figures for “Married.” (5) Note the absence of vertical rules, which are not considered professional and thus should be avoided if at all possible. (6) In this example, in column heads, all substantive words are capitalized, whereas in the stub entries, only the first word and any proper nouns are capitalized; it is customary to do one or the other: that is, to capitalize all substantive words in the column heads but only first words and proper nouns in the stub, or vice versa. (7) Note that when a stub entry has sub-entries—as in the case of “Medical care events”—the sub-entries are indented. (8) The figures in the body of the table should be aligned in some consistent way; here, they are aligned on the left. (9) The column heads should be aligned in some consistent way over the columns of figures; here, they are centered. (10) The column head for the stub, as well as the main entries in the stub, are always flush left.