

### Table Checklist

- ☐ Is the table necessary?
- ☐ Does the table belong in the print and electronic versions of the article, or can it be placed in supplemental materials?
- ☐ Are all comparable tables in the paper consistent in presentation?
- ☐ Are all tables numbered consecutively with Arabic numerals in the order in which they are first mentioned in the text? Is the table number bold and flush left?
- ☐ Are all tables called out or referred to in the text?
- ☐ Is the table title brief but explanatory? Is it written in italic title case and flush left?
- ☐ Does every column have a column heading, including the leftmost (stub) column? Are all column headings centered?
- ☐ Are all abbreviations explained (with exceptions as noted in Section 7.15), as well as the special use of italics, bold, parentheses, dashes, and symbols?
- ☐ Are the table notes, if needed, in the order of general note, specific note, and probability note? Are the notes double-spaced and flush left and in the same font as the text of the paper?
- ☐ Are table borders correctly applied (at the top and bottom of the table, beneath column headings, above table spanners)?
- ☐ Is the line spacing of the table correctly applied (double-spacing for the table number, title, and notes; single-spacing, one-and-a-half-spacing, or double-spacing for the table body)?
- ☐ Are entries in the left column flush left beneath the centered stub heading? Are all other column headings and cell entries centered (except when aligning entries to the left would improve readability)?
- ☐ Are confidence intervals reported for all major point estimates? Is the confidence level—for example, 95%—stated, and is the same level of confidence used for all tables and throughout the paper?
- ☐ If the results of statistical significance testing are included in the table, are all *p* values correctly identified? Are exact *p* values provided? Is the "*p* <" notation used only when needed? When the "*p* <" notation is used, are asterisks or daggers attached to the appropriate table entries and defined? Are asterisks or daggers used consistently to indicate the same *p* value in all tables in the same paper?
- ☐ If all or part of a table is reprinted or adapted, is there a copyright attribution? If permission was necessary to reproduce the table, have you received written permission for its reuse (in print and electronic forms) from the copyright holder and sent a copy of that written permission with the final version of your paper?