***Brain* *Communications* table template and guidelines**

This document will guide you in designing your table to meet the style requirements of *Brain Communications*. Large tables that are more than one page in length, particularly in landscape orientation, are difficult to read and are not allowed; such tables should be uploaded as Supplementary material. Supplementary tables containing large amounts of text can be summarized in a smaller table for publication in the article.

Please use the following guidelines to lay out your table. It will give a reasonable approximation of whether your table will fit on one page, and what it may look like. Please include the table heading and any footnotes on the same page as the table.

**General**

* Tables should be in an editable format, no pdfs, and should not be inserted into Word as images or included within figures.
* Tables can be supplied in portrait or landscape orientation.
* Tab separated tables should not be used.

**Please do not:**

* Use colour or shaded cells.
* Change font size or the margins to make your data ‘fit’.

**Please use:**

* Font effects (bold/italics) to highlight particular data.
* Footnotes to describe features of data. *Brain Communications* style uses superscript letters that should be listed alphabetically in the Table footnotes.
* Font style: Gill sans MT.
* Font size = 8 pt.
* Margins: based on A4 page size, top/bottom margins are 1.8 cm (0.6 inches); and left/right margins are 3.1 cm (1.1 inches) each side for portrait tables. For landscape orientation, top/bottom margins are 3.1 cm (1.1 inches); and left/right margins are 1.8 cm (0.6 inches) each side. Use single spacing, with a cell height of 0.45 cm (0.18 inches).

**This document has the correct margins and can be used as a template.**

An example of a table with the required formatting is on the next page.

**Excel**

If you prefer to prepare your table in Excel, the format for margins and font is the same as for the Word document; cell height can be left at the default setting. You can check what your table may look like by importing into a Word document and changing cell size height to 0.45 cm (0.18 inches).

**Table 1 Tables should have a short heading in bold font**

|  |  |  |
| --- | --- | --- |
|  | **Super headings can be centred** | |
| **Column 1 heading** | **Column 2 heading** | **Column 3 heading** |
| Column headings should be in bold | Data A | Data B |
| **Row subheadings can be merged across columns, in bolda** | | |
| Data | More data | More data\* |
| Data | More data | Author *et al*.23 |
| Data | More datab | *More data\** |

Data obtained from Site 1 are presented in italics. Abbreviations used in the table should be defined in the table legend. *Brain Communications* uses a numbered referencing style based on AMA 11th. For cells only containing a reference citation, use the style: Author23 Authora and Authorb23 Author *et al*.23 Do not provide a separate Reference list in table files. Citations should match the number of the reference given in the main text References section. Tables should be in an editable format, with cells clearly marked. Tab separated tables should not be used.

aTable footnotes, if used, should be listed alphabetically in order of appearance in the table, from left to right, top to bottom.

bThis is another footnote.

\**P* < 0.05. Symbols may be used for statistical values. Bold can also be used to highlight statistically significant values.

Using the guidelines, this is roughly how this table would look in print.