**Example of incorrect table formatting:**

Table

Description automatically generated

**Example of correct table formatting:**

Table

Description automatically generated

Some common errors in tables:

1. Redefine all abbreviations used in each table, even if the definition has already been given the text.
2. All text within each table should be in lowercase letters except for the first word of a phrase or sentence and proper nouns that should have initial capitals.
3. The unit of measurement for a column of figures should be abbreviated and placed at the top of the column. Do not place the unit of measurement in parentheses.
4. Letters associated with a value should be placed in a separate column from the number (both under the same column heading). This facilitates proper alignment.
5. Values in the first column should be flush left.
6. Column headings should not be bold.