Obstetrics & Gynecology: Table Checklist

Use the checklist below as a guide when preparing tables for submission to Obstetrics & Gynecology.

Formatting and Placement
- Group tables at the end of the manuscript; do not intersperse within the text.
- Create tables using the table function in word processing software. Do not use tabs and spaces to create columns.
- Do not use gray shading or any other colors of shading inside the tables.
- Information should be sufficiently detailed to allow the table to be understood by itself.
- Report demographic information in tabular form. Do not use a table for data that can be described adequately in two or three sentences in the text.
- All columns should be labeled with a column heading, including the first column.
- Do not use different headings mid-table. There should be one set of headings across the top that apply to the whole table.
- Do not use brand names in tables.

Numbering
- Each table should numbered using the Arabic system and identified by a clear and concise title at the top.
- Do not use numbering such as 1a, 1b, 1c, etc.; use 1, 2, 3, instead.
- Tables should be cited in order of first mention in the text.

Formatting the Data
- Standard deviations are indicated by use of the plus/minus sign (ie, “6.3±2.1”); standard deviations should not appear in parentheses (ie, “6.3 (2.1)”).
- The two numbers in a confidence interval should be separated by a hyphen (-) or en dash (–), not a comma.
- Groupings of ranges should not exclude numbers. That is, a range is two numbers on either side of an en dash (ie, 1.0–10.0).

Table Footnotes
- All abbreviations must be defined in order of appearance going across the heading row and then in each subsequent row (rather than in alphabetical order). If “NA” is used to mean “not applicable” or “not available,” be sure to define it.
- Tables taken from other publications should include the original citation in the footnote. Provide a copy of the original article where the information was taken with your manuscript.
- The Green Journal uses these symbols in this order: *, †, ‡, §, ||, ¶, #, **, ††, ‡‡. No other symbols may be used. If there are more than 10 footnotes, use all letters (instead of symbols). The order of footnote symbols is determined by order of appearance in the table: First in the title, then in the heading row, and then going across each row from left to right (rather than down each column).

Explaining the Data
- Be sure the data in your tables are defined, either in the column headings (only if the data are the same in the entire column) or in the footnote (if the data are different throughout). In the table footnote, state, “Data are…”
- Column totals should be verified and percentages should add up to 100% (if they do not, specify a reason).
- Blank cells should be explained.
- If boldface data are used, the reason for this usage should be stated.