



BIRD STUDY

The science of pure and applied ornithology

Guidelines for tables

Design each table to be easy to read and to fit the profile of the journal page. Keep the table as small as possible to save space. From eight to ten columns can be placed across one page, depending on the amount of data in each column. Align columns using table cells not tab characters.

A table is easiest to read if the variables being measured are at the top of the vertical columns (with the unit of measurement in parentheses), so this style is preferred. If this would make the table too wide to fit a page when printed and you need to present all the data in one table, there are two options:

- (1) If there are less than ten horizontal rows, turn the table through 90° so that the column headings move to the left-hand column and the left-hand row headings form the column heads;
- (2) Split the table vertically into two halves of up to ten columns each, then move the data from the right-hand half and place it underneath the left-hand half with the left-hand row headings repeated (see Table 1).

If your table has too many columns in both dimensions, find a different way to present the data rather than submitting a table that will have to be spread over two facing journal pages.

Please minimize the use of dividing lines. Use three full-width horizontal rules: one above the column headings, one above the data and one below. Use short rules to span column subheadings.

Use 0 for a zero reading, – for a missing value.

Type each table on a separate sheet, with a concise title above the top rule and short explanatory notes below the bottom rule.

Use superscript letters to designate footnotes.

Check the typed versions carefully before submission. At proof stage check them carefully again.

