



*This guide provides a reference of formatting and other requirements when creating tables to accompany manuscripts submitted to PSA Journals.*

# Laying it all on the **TABLE**

## WHAT TO SEND

Source files for tables (and all other figures) are always required whether or not they are embedded in the text of the manuscript.

Even if you include tables in your manuscript's text, you will still need to send the individual table files.

## ABBREVIATIONS

**Abrv.**

If used abbreviations are not found on the inside cover of the journal, they must be defined in each table and match those used in the manuscript.

See the list of abbreviations on [www.poultryscience.org](http://www.poultryscience.org).

## DECIMALS

Align decimal points so that it is easy to read and compare numerals vertically.

### Incorrect

0.035  
0.2  
0.003  
0.24

### Correct

0.035  
0.2  
0.003  
0.24

## VALUES & MEAN COMPARISON



- Lowercase superscript refers to  $P \leq 0.05$
- Uppercase superscript refers to  $P \leq 0.01$
- To compare means within different rows/columns, use an alphabetical series in superscript format, where the first letter in the series represents the largest mean.

## FOOTNOTES

- Each footnote begins on a new line.
- Footnotes must be identified by superscript numerals.
- Bold/Italics used in the table must be defined in the footnotes (see **Use Sparingly** section).

## USE SPARINGLY



- Bold/Italics
- Horizontal Lines  
(**DO NOT** use vertical lines at all.)

## FORMATTING



- Prepare each table with its own grid.
- Table is to fit across the entire page in portrait orientation. Do not format to landscape/broadside.
- No more than 15 columns per table, otherwise there will be issues with the final layout .
- Do not place periods in the table's title.
- Use section breaks, not page breaks, between tables.
- Always use consistent formatting!

## ALSO NOTE...

- If you are writing a research note, you are limited to a maximum of two (2) tables, two (2) figures, or one of each.
- Table legends are to be placed at the end of the manuscript in their own section. Do not place legends within the text of the manuscript.