Using Tables in CSE Format

1. Table Number
   a. If a document has only one table, the table is not labeled or numbered and is cited in the text as Table.
   b. If a document has two or more tables, label them with the word Table and number them with consecutive arabic numerals in order of mention in the text.
2. Table Title
   a. The table title must be clear and sufficient to allow the reader to understand the aspects of the table without reference to the text.
   b. Begin the title one space after the title number.
   c. The title consists of a single phrase without a closing period.
   d. In large documents with a series of similar tables, the title should allow the reader to easily distinguish among individual tables.
      > **Example:**
      > Table 1 Infectious diseases in China: incidence by social class
      > Table 2 Infectious diseases in China: incidence by region
3. Column and Row Headings
   a. Column headings identify the data in the columns of the table. Each column must have a heading.
   b. Give groups descriptive labels, such as low-dose and high-dose, not Group 1 and Group
   c. A row heading identifies the data appearing in that row (the cells to the right of the row heading). Guidelines for column headings apply to row headings. Unlike a column heading, a row heading may consist solely of a unit designation.
4. Data Field
   a. The body of the table may contain numbers, text, or symbols.
   b. Related quantities or values from a table that are repeated in the text should have the same precision in both places.

Example:

Table 1 Average lengths and standard deviations of 5 shrimp species tested in experimental grow-out conditions					
Variable	*P. borealis*	*P. platyceros*	*P. dispar*	*P. hypsinotis*	*P. goniuris*
Test group	4A	3C	5B	4B	1C
Mean length	11.1	13.6	14.7	14.8	15.0
SD	1.4	2.0	1.5	1.8	0.9

- Data that would require only 1 or 2 columns and 2 or 3 rows should almost always be converted to text unless the numbers have many digits.

[CSE]. Council of Science Editors. 2014. Scientific style and format: the CSE manual for authors, editors, and publishers. 8th ed. Chicago: University of Chicago Press.

Using Figures in CSE Format

Figures are visual displays of data and information and include charts and graphs, photographs, biomedical images, maps, diagrams, drawings, and other types of illustrations. When preparing figures, strive for the characteristics listed below:

- The figure should have purpose; it should support claims in the text.
- The data and information displayed should be accurate.
- The figure should be as simple as possible, focusing attention on important aspects and minimizing distracting elements.
- In general, the data should be presented only once in the figure.
- Similar elements within a figure and between related figures should be presented uniformly and consistently.
- Drawn images should be visually appealing.

1. Figure number
    a. If a document has only one figure, the figure is cited in the text as Figure and is not numbered.
    b. If a document has 2 or more figures, label each with the abbreviation Fig. and number them all with consecutive arabic numerals in order of mention in the text.
    c. Unlike tables, figures can have parts (e.g., Fig. 1a, Fig. 1b). Figure parts are 2 or more adjacent data displays or images that show information from the same source or that is compared with that in the adjacent parts.
    d. Indicate figure parts with lowercase letters assigned in alphabetic order, placed immediately to the right of the figure number.

2. Figure Caption
    a. The figure caption must be clear and sufficient to allow the reader to understand the fundamental aspects of the figure without having to refer unduly to the text.
    b. The caption (not a title) consists of a single phrase in sentence case without a closing period (unless a headnote is included; see below). The caption should identify the data or image in the data or image area.
    c. Captions for figures with parts should identify each part by its letter, followed by closing parenthesis, and then identify the information shown in the figure part.

        Example:
        Fig. 3. Rainfall in the greater Seattle area, 2010. a) March, b) June, c) September, and d) December.

3. Text Reference to Figures
    a. In general, as with tables, references to figures should be parenthetic to the text. If the reference to the figure begins a sentence, spell out the word Figure; elsewhere, the capitalized abbreviation Fig. should be used.

        Example:
        Figure 5 is the result of this combination.
        The incubator (Fig. 2) was custom-made.
        The incubator shown in Fig. 2 was custom-made; that shown in Fig. 3 was a commercial model.