



Center for Clinical Trials

Department of Biostatistics
Department of Epidemiology
Department of International Health

Department of Medicine
Department of Ophthalmology
Oncology Center

Tuesday, 16 August 2005

Memorandum

To: Center for Clinical Trials Students, Staff, and Faculty
Fr: Curtis Meinert
Re: Tables 101: Table and document specification worksheets

Attached are worksheets for table makers, table masters, and document masters. Ideally, the two worksheets should be completed at the start of table production for any given report.

(Sat 6:49am) 23 Jul 05

\\Tables.101\TblSpec.WPD

Enclosure

Table Specification Worksheet
Master Document Specification Worksheet

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Mark Van Natta
Margie Wild
Laura Wilson
Robert Wise
Claudine Woo Shinoff
Kathy Yates
Tables Notebook
Chronologic file

[Tables] A:\Table and document specification worksheets.wpd / bjc

Table Specification Worksheet

- 1 Name of study _____
- 2 Acronym _____
- 3 Table master
- Name: _____
- e-mail address _____
- Phone no. _____
- Phone no. (fax) _____
- 4 Database
- Harvester _____
- Harvest through _____
- Creator _____
- Freeze date _____
- 5 Page orientation
- Portrait only
- Landscape only
- Mixed
- 6 Display axes
- Treatment group
- x-axis only
- y-axis only
- Mixed
- Clinic
- x-axis
- y-axis
- Mixed
- 7 Columns
- Maximum no. _____
- Min separation _____
- 8 Margins (minimums)
- Top _____
- Bottom _____
- Left _____
- Right _____

 Table Specification Worksheet

9 Base font

Style _____

Pt size _____

10 Page numbering

 No Yes Roman Arabic Top right Top center Bottom right Bottom center Continuous By section Other _____

11 Code settings

 Center page Force odd page start Orphan protection Widow protection Right justification Other _____

12 Initial settings

Word spacing

 Default Specify _____

Kerning

 Default Specify _____

Line height

 Automatic Specify _____

Pitch

 Default Specify _____

Underlining

 Space and tabs Specify _____

 Table Specification Worksheet

13 1st page suppressions

- Header A
 Header B
 Footer A
 Footer B
 Page number
 Page number at bottom center

14 Headers and footers contents

- Header A _____
 Header B _____
 Footer A _____
 Footer B _____

15 End codes

- Discontinuation codes
 Header A
 Header B
 Footer A
 Footer B
 Hard page
 Suppress all (pg no, headers and footers)
 Other _____

16 Tab settings _____

17 Table title

Font

- Normal
 Large
 Very large
 Extra large

Appearance

- Bold
 Italic
 Underline
 Double underline
 Other _____

"As of date" cutoff date displayed in table title

- No
 Yes

Format

- (as of 17 Dec 04)
 (as of 12/17/04)
 (as of Dec 17 2004)
 Other _____

 Table Specification Worksheet

18 Table numbering

- None
 Floating via targeting and referencing
 Hard wired

19 Table title marking

ToC Specify level _____

List Specify _____

20 Number format in table body

- Leading zero in decimal numbers (eg, 0.12 vs .12)
 Leading zero in day numbers (eg, 07 vs 7)
 Decimal fraction for percentages (eg, 87 vs 87.5)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If yes specify precision _____

21 Date and time conventions

Time

- AM, PM
 24-hour clock

Date

- (Fri) 17 Dec 04
 (Friday) 17 December 2004
 17 Dec 04
 17 December 2004
 Dec 17, 2004
 12/17/04
 Other _____

22 Completed by _____

23 Date completed

-----Dy-----Mo-----Yr

Master Document Specification Worksheet

1 Study _____

2 Acronym _____

3 Document master

Name _____

e-mail _____

Phone no. _____

Fax no. _____

4 Document type

- Treatment effects monitoring report
- Clinic performance monitoring report
- Steering committee meeting book
- Research group meeting book
- Results manuscript

Other _____

5 Mode of generation

- LookMaNo Hands (LMNH)
- Manual insertions

6 Mode of distribution

- Electronic
- Mailed to recipients
 - Fed EX
 - Regular US mail
 - US express mail
 - UPS
 - Other _____
- Distributed at meeting

Other _____

 Document Specification Worksheet

- 7 Paper
Size
 8.5x11"
 Other _____
- Color
 White
 Other _____
- Weight
 20 lb
 Other _____
- 8 Production
 One-sided print
 Two-sided print
- No. of Copies _____
- File copies _____
- Copy center _____
- Due date _____
- 9 Dividers
 None
 Divider pages
 Color _____
- Weight
 Tabs _____
- Number
 Letter
 Typed
 Other _____

Document Specification Worksheet

10 Binding

- Bull clip
- Stapled
 - Top left corner
 - Left top and bottom
 - Left top, center and bottom
- O ring
 - One, top
 - Two, top and bottom
 - Three, top, center and bottom

- Two ring loose leaf notebook
- Three ring loose leaf notebook
- Perfect binding
 - Wire coil
 - Cone
 - Tape
 - Thermo
 - Other _____

Other _____

11 Covers

Front

- 2 or 3 ring binder
- Clear plastic
- Paper
- Other _____

Back

- 2 or 3 ring binder
- Clear plastic
- Paper
- Other _____

12 Labeling

Front cover

Back cover

Spine

13 Completed by _____

14 Date completed

Dy Mo Yr