



## Center for Clinical Trials

*Department of Biostatistics  
Department of Epidemiology  
Department of International Health*

*Department of Medicine  
Department of Ophthalmology  
Oncology Center*

Wednesday, 28 September 2005

### Memorandum

**To:** Center for Clinical Trials Students, Staff, and Faculty

**Fr:** Curtis Meinert

**Re:** Tables 101: Layout and format recommendations

I offer below layout and format recommendations. There is no "one size fits all" so they are, for certain, amenable to modification.

### Layout

Paper size: Standard 8.5x11"

Orientation: Portrait

Margins (minimums)

Top: 0.75"

Bottom: 0.5"

Left: 1"

Right: 1"

Maximum number of columns: 12

Maximum number of rows: Unlimited

Axis of orientation

Treatment comparisons

x-axis: Treatment groups

y-axis: Variables of interest

Clinic comparisons

x-axis: Variable of interest

y-axis: Clinic

### Format

Minimum font point size: 11

Font type: Times Roman New

Justification: Left

Column tabs for number tables: Right or decimal

Emphasis marking: Boldface (avoid use of underling and all caps)

Parentheses for numbers in tables: Discouraged

Position of Ctrl trt: 1st or last column

Ordering of clinics: Alphabetic by letter designation

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Total column for treatment comparisons: Not recommended  
Total row for clinic comparisons: Recommended  
Mode of designation of total column or row: Space separation and boldfacing  
Table numbering: Sequential overall; preferred to sequential by section  
Page numbering  
    Front matter: Lower case Roman  
    Body of report: Continuous Arabic numerals  
Page number position: Upper right hand corner

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(Sat 6:45am) 16 Jul 05

VTables.101\LayRec.WPD

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