FASS Journals
Tips for Preparing Tables using Microsoft Word

The best way to prepare a table in a manuscript is using the Microsoft Word Table function. Each data point in a table must be in a separate cell. When tables and their data points are formatted into rows and columns using tabs, spaces, and hard returns, the tables must be re-keyed into our typesetting system, which carries a risk of introducing errors and could delay publication of your manuscript.

To create a table using Word, follow these steps:
1. Determine the number of columns and rows required.
2. Open the Insert Table dialog box by clicking on the icon or using the Table drop-down menu:

3. Enter the number of columns and rows and select "AutoFit to contents." Note that additional rows can easily be added later using Table > Insert > Row Below, but it is more difficult to add columns later.

	Spanner head			
Stub head ($\downarrow$)	Column head	Column head	Column head	Column head
Row head				
Subhead				
Subhead				
Row head				

4. To merge several cells (in a row or column), select the cells using the cursor and right-click to the "merge cells" option. This is useful for making a spanner head (see example table above). The spanner head can be used to consolidate information that applies to several column heads (also called boxheads).

5. To split 1 cell into 2 or more cells, select the cells and right click to the "split cells" option.

6. Indent subheads under row heads.

7. Note that the stub head (see example table above) is a special kind of column head. The stub head describes the row heads below and is often a generic term such as item, variable, or parameter. This cell should not be used to describe other column heads.

8. Note that most formatting (e.g., centering, justification, fonts) is applied automatically according to journal style, so you do not need to apply formatting to tables in the manuscript.

9. Tables that are prepared in Microsoft Excel can be imported into Word by simply copying and pasting from Excel. The Word table functions (e.g., expanding or reducing column widths, merging and splitting cells) can then be used to clean up the table.

Poorly constructed table using spaces, tabs, and hard returns:

Table 1. Milk production and composition in dairy cows fed 1 of 5 levels of grain

Treatments[1]:   ····A··········B··········C··········D[3]·········E·······

Milk·yield,[2]·kg/d → ···10.5·······11.2········45.1 → → 16.6········21.8
Milk·fat,·kg/d··········1.5·········2.6··········3.2··········0.9··········4.5

Milk·protein,·kg/d·······3.4········4.5··········4.6·········2.8 → → 5.0
SCC·(x10[3]·cells/mL)···2.4········6.4·······5.5········ → ··3.4··········4.0

> - Note that the heading "Treatments" should appear above the column heads in a separate row, not within the header row.
>
> - Footnote references should read from left to right and from top to bottom.
>
> - Each data point and column or row head should occupy a separate cell in the table to facilitate correct alignment of rows and columns in the typeset table. If data points are positioned using tabs and spaces, the table will become corrupted during typesetting.

Table constructed correctly using Word's Table function:

Table 1. Milk production and composition in dairy cows fed 1 of 5 levels of grain

Item	Treatment[1]				
	A	B	C	D[2]	E
Milk yield,[3] kg/d	10.5[a]	11.2[a]	45.1[c]	16.6[a]	21.8[b]
Milk fat, kg/d	1.5	2.6	3.2	0.9	4.5
Milk protein	3.4*	4.5**	4.6**	2.8	5.0***
SCC (×1,000 cells/mL)	2.4	6.4	5.5	3.4	4.0

[a–c]Means within a row with different superscripts differ ($P < 0.05$).
[1]Treatments: A = control (no grain); B = grain at 10 kg/d; C = grain at 15 kg/d; D = grain at 20 kg/d; E = grain at 25 kg/d.
*$P < 0.05$; **$P < 0.01$; ***$P < 0.005$.

> - A spanner head ("Treatment") consolidates similar column heads.
>
> - If the data in several column heads have the same units, a spanning row can be inserted above the data and below the rule. Otherwise, each column head should be followed by the unit descriptor for that column.
>
> - The stub head ("Item") describes the row heads below it (not the column heads to the right).
>
> - Footnotes can be used to denote statistical significance, define abbreviations, or clarify data in a row or column.
>
> - Use letter superscripts and symbols for footnotes of statistical significance (applied to individual data points in the field) and use numbered footnotes for informational or explanatory footnotes.