

Table 3-1. Different breeds of dogs and their characteristics. Compiled from a verbal survey of non-Veterinary Medicine majors at the University of Florida

Breed	Size	Number admitted to animal shelters each month*	Advantages	Disadvantages
Cocker spaniel	Medium	45,063	Adorable	Urinary incontinence
Labrador retriever	Large	732	Loves water	May chew and damage property as a puppy
Pit bull	Large	5,381	Theft deterrent	Bites and won't leg go
Poodle	Small	296,540	Hair doesn't shed	Worst biters

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\*Not real data; made up to show numerical alignment.

It is best to place tables and figures at the end of the appropriate chapter. Avoid inserting into the text of the chapter. If you must, do so as close to first mention, leaving no additional white space on the page.

Code table numbers to chapter number (Table 3-1) or appendix letter (Table B-1).

Tables cannot have subparts: each table needs a unique number and title, and must be in the list of tables.

Table headings belong in the top row of the table.

Put only one blank line space before or after a table.

Notes belong in the last row of the table: not the bottom of the page.

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For keys to table notes, use superscript lowercase letters (not numerals).

Any keys belong in the body of the table, or in the column heading: **not** in the table heading.

Single-space all tables. Align numerals flush right in all columns. Align all other nonnumerical data in columns flush left.

Published tables usually have no vertical lines and only three horizontal lines: one under the title, one under the column headings, and one at the bottom of the table (above notes if any).

Use sentence case for elements of the table (heading, column headings and cell entries).

Use full width of page (for smaller tables, you can keep the columns readably close, toward the left, and merely extend the lines to the right margin).

Do not use bold, underlining, or vertical lines in tables.

Tables too long (or wide) to fit on one page can be continued on the next page. Use only this sort of heading on the continued page: **Table 3-1. Continued.** Column and row headings must be repeated for continued tables.

Oversized tables. A smaller size of the same font can be used for the body of a table too large to fit in the margins. The page number, table number, and title should be in the same font size as the text of the document.