

## Creating APA-Style Tables

APA-style tables that appear the body of your paper must follow strict formatting, placement, and content guidelines. (Tables placed in an appendix can depart from APA style.) Because tables can be difficult if you lack sophisticated word processing skills, you may have to seek help from a professional editor for a dissertation. However, you can get your tables as near ready as possible.

Before you begin a table, refer to the **APA manual—sections 3.62 through 3.74 and pp. 301 and 325**—to determine, first, whether a table is the appropriate way to display the information you want to convey and, second, how the table should be constructed. In Chapter 3 you will find many examples of APA tables. The index at the back of the APA manual is a helpful resource for locating details about tables.

From the APA manual and from the example below, you can see how an APA table differs from less formal tables. APA tables, for example, contain no vertical lines (see APA section 3.71). If you use tables and figures, number them separately in order of their appearance in the text.

Table 1 ← Table number: aligned left, not italicized

*Title of Table* ← Level 3 Heading Style

---

First column heading	Second heading	Third heading	Fourth heading
Begin text here. If more than one line, keep double-spaced.	Text or number	xx	xx
Begin text here	Text or number	xx	xx
Begin text here	Text or number	xx	xx
Begin text here	Text or number	xx	xx
Begin text here	Text or number	xx	xx

---

*Note.* Any notes necessary to explain the table, or the source of information used in the table, should be placed here, preceded by the heading "note" as shown and double-spaced. If the table is reproduced from another source, give a full citation here as shown in section 3.73 of the standard APA manual. (Note that table citations differ from reference page citations). □

### Other guidelines include the following:

- In student papers (see APA, Chapter 6), APA tables are placed in the text as closely as possible to where the table information is first mentioned (APA , p. 325).
- Before presenting a table, prepare readers at the appropriate point in the text, using "callouts" like the following:  

. . . consistent within age groups (see Table 2).
- Tables may be turned sideways (see APA, section 3.72) or carried over pages (see pp. 141-142). If a table is carried over a page, you should repeat the heading rows on the new page and indicate a continuation. In Microsoft Word Help, see "Repeat a Table Heading on Subsequent Pages."
- Table text--including titles, headings, and references--can be single-spaced if necessary to enhance readability (APA , pp. 325-326).
- If the table or information therein is taken from another source, give the full citation as a note at the bottom of the table (see APA manual Example 8, p. 163). Do not cite the source on the reference page unless the source was cited elsewhere in your text.

### Remember the three resources to help you with tables:

1. the Help function of your word processor (on the menu bar at the top of the screen)
2. the APA manual
3. the Writing Center

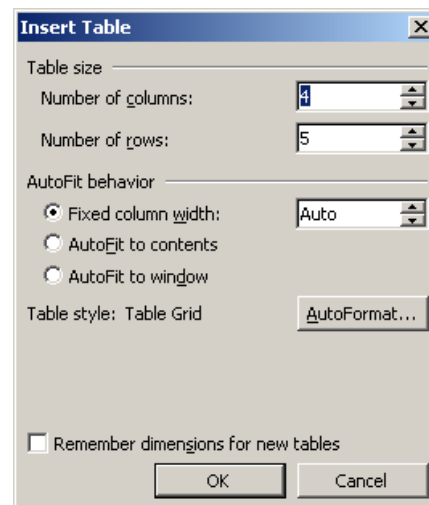
### Insert a Table

The easiest way for beginners to insert a table is to

1. Click **T**able on the menu bar at the top of the screen
2. Click **I**nsert, **T**able...
3. When the Insert Table window opens, make selections that are appropriate for your needs. You may have to guess on the columns and rows. That's fine because you can later add or delete rows and columns as you need to.
4. "Autofit behavior " is usually best set at "Fixed column width."

**Fixed column width:** You select a column width; MSWord wraps column text to the next line as necessary to maintain that width.

**AutoFit to contents:** MS Word starts the table with narrow columns and allows them to expand to accommodate the text you enter into each column.



For help on creating and formatting tables, use Microsoft Word's Help function to search "Tables."