

Yale UNIVERSITY PRESS

Preparing Tables and Boxes

Tables

Unlike graphs, tables are not considered illustrations; they can be produced using type alone and are typeset along with the book's text.

- ♦ Do not embed tables within the text files. Place them in a separate file after your text files. Begin each table on a new page.
- ♦ Tables should be prepared using your word processor (e.g., Microsoft Word), not a spreadsheet program like Microsoft Excel.
- ♦ All the elements of a table—number, title, data, and notes—should be included in the table file. Do not supply a separate list of table titles or captions.
- ♦ Notes to a table should appear immediately below the table. Number the notes a, b, c, etc.
- ♦ Tables must be legible for the typesetter. Type them using a font size that is large enough to read when printed out.
- ♦ Format columns clearly. Either use your word processor's Table function or use tabs to define columns. Avoid tables with more than 10 columns.
- ♦ Number tables either consecutively by chapter (1.1, 1.2, etc.) or, if there are only a few tables, in one sequence (1, 2, 3, etc.). If your book has both tables and figures, keep the numbering systems consistent.
- ♦ In the chapter text, indicate with a “callout,” placed on a separate line between paragraphs, approximately where each table should appear: <table 3.4 near here>.
- ♦ The callouts will not be printed in the book. If you wish to refer to tables, do so in parentheses within the text: “The population increased dramatically over the decades (table 3.4).”

Boxes or Sidebars

- ♦ Do not embed boxes within the text files. Place them in a separate file after your text and table files. Begin each box on a new page.
- ♦ All the elements of a box—number, title, body, and notes—should be included in the box file.
- ♦ Notes to a box should appear immediately below the box. Number any notes a, b, c, etc.
- ♦ Number boxes either consecutively by chapter (box 1.1, box 1.2, etc.) or, if there are only a few boxes, in one sequence (box 1, box 2, box 3, etc.).
- ♦ In the chapter text, indicate with a “callout,” placed on a separate line between paragraphs, approximately where each box should appear: <box 1.1 near here>.
- ♦ The callouts will not be printed in the book. If you wish to refer to boxes, do so in parentheses within the text: “Many advertisers used clever slogans (box 1.1).”