

# APA Style and Formatting

## Tables

- Each table placed in a manuscript must be given careful consideration. If there is a small amount of data, keep the data in the text. Do not place a large number of tables in the paper when there is a small amount of text in the paper describing each table. Do not present details in tables that are not needed to understand the paper.
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All tables are numbered using Arabic numerals in the order they are mentioned in the text. Do not use suffix letters to label tables (for example Table 4a, Table 4b, etc.) Instead, number them consecutively as Table 4, Table 5, and so forth.

**Table 1**  
Grade Distribution Based on Percentage of Points

<b>Grading</b>	<b>S=Satisfactory</b> (equivalent to A)	<b>S=Satisfactory</b> (equivalent to B)	<b>NS=No Credit</b> (equivalent to C)	<b>NS=No Credit</b> (equivalent to F)
<b>Percentage of Total Points</b>	<b>100-90%</b>	<b>89-80%</b>	<b>79-70%</b>	<b>69% or less</b>

Tables must be designed so they are easily interpreted. Each table must have a brief and clear title. The data presented in the table must allow readers to quickly and accurately make important comparisons. Each column of data in a table must have a heading so the reader can identify the data beneath the heading.

Data in tables can be difficult to present; refer to APA 5th edition for more detailed information.