

Section 16

Tables

- Using the Software Table Feature (¶¶1601–1608)
- Locating Tables Within the Text (¶¶1609–1611)
- Locating Tables on Separate Pages (¶¶1612–1615)
- Centering Tables (¶1616)
- Table Identification (¶¶1617–1620)
- Column Heads (¶¶1621–1624)
 - Braced Column Heads (¶1623)
 - Crossheads (¶1624)
- Table Text (¶¶1625–1633)
 - Spacing (¶1625)
 - Items Consisting of Words (¶1626)
 - Items Consisting of Figures (¶1627)
 - Items Consisting of Figures and Words (¶1628)
 - Amounts of Money (¶1629)
 - Percentages (¶1630)
 - Special Treatment of Figures in Tables (¶1631)
 - Leaders (¶1632)
 - Accounting for Omitted Items (¶1633)
- Table Notes (¶¶1634–1636)
- Dealing With Long Tables (¶¶1637–1639)
- Dealing With Wide Tables (¶¶1640–1641)
- Converting Tables Into Charts and Graphs (¶1642)