

- indicate *nature* of data contained.
- explain the geographical or physical location of data.
- indicate the *time* (or period) of data obtained.
- indicate the source of data for reference. The source is always written below the table.

Caption and stubs: The heading for columns and rows are called caption and stub, respectively. They must be clear and concise.

Two or more columns or rows with similar headings may be grouped under a common heading to avoid repetition. Such arrangements are called sub-captions or sub-stubs. Each row and column can also be numbered for reference and to facilitate comparisons. The caption should be written at the middle of the column in small letters to save space. If different columns are expressed in different units, then the units should be specified along with the captions.

The stubs are usually wider than column headings but must be kept narrow without sacrificing clarity. When a stub occupies more than one line, the figures of the table should be written in the last line.

Body: The body of the table should contain the numerical information. The numerical information is arranged according to the descriptions given for each column and row.

Prefatory or head note: If needed, a prefatory note is given just below the title for further description in a prominent type. It is usually enclosed in brackets and is about the unit of measurement.

Footnotes: Anything written below the table is called a footnote. It is written to further clarify either the title captions or stubs. For example, if the data described in the table pertain to profits earned by a company, then the footnote may define whether it is profit before tax or after tax. There are various ways of identifying footnotes:

- Footnotes are numbered consecutively with small number 1, 2, 3, ... or letters a, b, c... or star *, **, ...
- Symbols like @ or \$ are also used to identify footnotes.

A blank model table is given below:

Table Number and Title [Head or Prefatory Note (if any)]

Stub Heading	Caption				Total (Rows)
	Subhead		Subhead		
	Column-head	Column-head	Column-head	Column-head	
Stub Entries					
Total (Columns)					

Footnote :

Source Note :

Remarks: 1. Not available information should be indicated by the letter N.A. or by dash (–) in the body of the table.

2. Ditto marks ("), 'etc.' and abbreviated forms should be avoided in the table.

Requisites of a Good Statistical Table

- In the final analysis, there are only two rules in tabular presentation that should be applied rigidly. First, the use of common sense when planning a table, and second the viewing of the proposed table from the stand point of user. The details of mechanical arrangement must be governed by a single objective, that is, to make the statistical table as easy to read and to understand as the nature of the material will permit.

—J. C. Capt