

The boundaries and names shown on this map do not imply official endorsement or acceptance by the Department.

6.2 Tables

Tables should be able to stand alone from the text. Therefore, any abbreviations should be common ones or be explained in a note.

Numbering

Use consecutive arabic numerals throughout the text (Table 1, Table 2, etc.).

Footnotes, notes and sources

Table footnotes are indicated by superscript, lowercase letters (e.g. 2001^a); they should be consecutive from top left to bottom right. Table footnotes are often set in a smaller point size than the table itself.

They are used to give explanations of material in the title or body of the table.

General comments may be designated as a "Note." If there are many abbreviations, they are often best collected as one note rather than footnoting each separately.

Position table footnotes directly below the table. The elements below the table are ordered as follows: source, general notes, and notes on specific parts of the table.

Missing entries

Missing entries are indicated in various ways:

- n/r and n/a—for "not recorded" and "not available" or "not applicable" (define which in a footnote);
- 0 for zero values; and
- a dash for "unknown" or where the other three are unsuitable.

Leading zeros

In columns containing decimals and whole numbers, always have a numeral, or zero, before the decimal. Examples:

0.217 3.214
0.324 12.622
6.600 0.300