

Footnotes to tables

Numbering

Footnotes to numerical tables are denoted by superscript lowercase letters. Sources for tables appear with the footnotes (see Section 6, "Figures and tables").

Position

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.

5.5 Quotations

Quotations from another source must be reproduced accurately. Where possible, the original should be checked. Spelling, italics and punctuation must follow the original exactly, even where these do not follow departmental style.

Any inaccuracies in direct quotations must be retained but may be identified as being in the original by using *sic* in square brackets or by suggesting a correction in brackets.

Masters said, "The population of Kong Hong [*sic*] has doubled in 10 years."

A better alternative might be to convey the same information through indirect or reported speech so that the error may be corrected.

Masters reported that the population of Hong Kong had doubled in 10 years.

Any deviation from the original must be shown by dots (ellipses) for omissions and square brackets (not parentheses) for insertions.

If text before or after the quotation leads into or follows on from the quotation, no punctuation is needed.

The editorial policy states that "If text before or after the quotation leads into or follows on from the quotation, no punctuation is needed."

Colons, commas or even periods may, however, be used to lead into a quotation. Punctuation is usually used where the transition is abrupt.