

Creating Tables for Publishing

Creating tables the right way is crucial when you are submitting your article. A badly created table can take hours to format. Please make sure before you submit your article that your tables follow these simple rules.

1. Keep them simple. Only necessary info should be displayed.
2. Create your tables using the table command in Microsoft Word. Depending the version you have it might look like “Tables→Insert” and it should prompt you to design your table. Think ahead of time how many rows and columns you will need. Please do not leave them there if you do not need them and change the color to white.
3. When formatting your text within the table use either center, left justify, or right justify. DO NOT USE the spacebar to justify your text. We have to go back and delete each space.
4. If you need to indent within the same cell use your ruler intent tabs to drag the text to the desired position.
5. Use only horizontal lines.

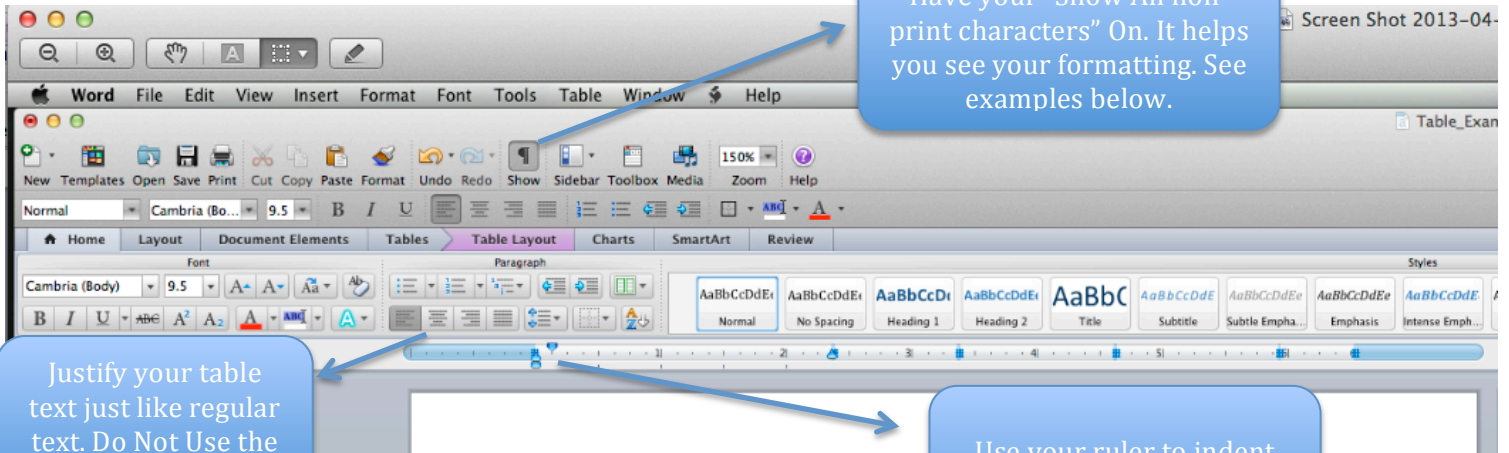


Table 2

Characteristics of American Indian Adults Who Practice Safer Sex Versus Those Who Do Not

Characteristics	Overall (n = 280)	Practice Safer Sex YES (n=98)	Practice Safer Sex NO (n=182)	p-value
Demographics	Mean (SE)	Mean (SE)	Mean (SE)	
Age	44.78 (0.77)	37.36 (1.22)	42.08 (1.01)	0.004*
Annual household income	25423(20937)	24137(20052)	26203(21569)	0.62
	%	%	%	
Male	28.67	27.84	29.12	0.82
Marital Status				
Married or Living with someone	60.58	44.33	69.49	
Divorced/Separated/Widowed/Single	39.42	55.67	30.51	< 0.0001*
Employed	69.60	74.74	66.85	0.18
Education (≥ HS degree)	79.29	84.69	76.37	0.10
Health				
Fair/Poor Perception of General Health	55.71	50.00	58.79	0.16
Poor Perception of Wellness	26.45	19.79	30.00	0.07
High Risk Behaviors				
Current Smoker	41.79	46.94	39.01	0.20
Not quit smoking	72.97	60.47	80.88	0.02*
Alcohol Ever (≥12 drinks)	85.36	85.71	85.16	0.90
Suicide ideation	24.18	22.11	25.28	0.56
Attempted suicide	10.11	10.31	10.00	0.94
Did not get tested for HIV	50.36	42.71	54.49	0.06
Sex Practice				
Changed sexual behavior in last 12 mo	34.96	62.22	21.02	<.0001*
Monogamous relationship	78.52	67.86	83.72	0.004*
Celibate	18.45	24.69	15.13	0.07
Neglect and Abuse				
Neglect-Childhood	19.01	15.05	21.18	0.23
Neglect-Adolescence	20.41	15.29	23.13	0.15
Neglect-Adult	13.89	13.95	13.86	0.98
Physical abuse -Childhood	18.11	14.89	19.88	0.31
Physical abuse - Adolescence	14.06	9.09	16.77	0.10
Physical abuse - Adult	23.11	21.35	24.00	0.63
Sexual abuse - Childhood	16.98	15.96	17.54	0.74
Sexual abuse - Adolescence	10.67	12.50	9.70	0.49
Sexual abuse - Adult	12.41	13.98	11.56	0.57

*: significant difference between classifiers based on Chi-square or Fisher's Exact test at alpha = 0.05

Table 4
Logistic Regression Comparing Persons Who Practiced Safer Sex Versus Those Who Did Not

	Estimated β	SE (est. β)	Estimated OR	95% CI (for OR)	p-value
Covariates					
Age	-0.04	0.01	0.96	0.94 – 0.99	0.008*
Single/Divorced vs. Married/Living w/ Someone	0.75	0.34	2.12	1.10 – 4.08	0.03*
Changed Sexual Behavior vs. Not	1.48	0.33	4.38	2.31 – 8.30	< 0.0001*

*Max-rescaled R-sq = 0.25

*H-L chi-sq = 2.59 and associated p-value = 0.96

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Here is the same table twice so you can see the difference between indenting using the spacebar (which is the case on the top table. You can see the dots by having the non-print characters on. The bottom table was indented using the ruler intent sliders. The difference between the two is that when we format your tables to fit the journal's guidelines, all the non-print characters will change the shape of your table. As a result it will either need to be recreated or spend hours to delete/correct non-print characters.