

How to Format a Table (based on Lannon's *Technical Communication*, adjusted for ARCE 453)

Table 1. Application, Acceptance, and Enrollment Numbers for Freshmen (Not Including Transfers) at Cal Poly, 1991–2005^a

Year	Students Applied	Students Accepted	Students Enrolled
Fall 2005	23,656	10,553	3,418
Fall 2004	22,549	8,526	2,928
Fall 2003	20,828	7,989	2,829
Fall 2002	23,995	8,946	3,627
Fall 2001	23,230	10,672	4,498
Fall 2000	16,728	7,491	3,122
Fall 1999	15,407	6,473	2,716
Fall 1998	14,159	5,428	2,296
Fall 1997	13,097	5,138	2,156
Fall 1996	11,689	6,706	2825
Fall 1995	10,796	5,957	2,511
Fall 1994	9,622	4,874	2,091
Fall 1993	7,744	3,696	1,635
Fall 1992 ^b	6,219	2,921	NA
Fall 1991 ^b	5,915	2,437	1,198
Total	225,634	97,807	37,850

NA = not available

^a Data from Maraviglia, James, "The Journey Toward Technology: Cal Poly's Emergence in Enrollment e-Marketing Strategy." 07/20/2006

^b Data extrapolated to make the table attractive (apologies to James Maraviglia)

Follow these guidelines for table construction:

1. Number the table in order of appearance and provide a specific title
2. Label stub, column, and row heads
3. Specify units of measurement.
4. Use rule lines to separate data and headings as needed.
5. List items in a logical order (alphabetical, chronological, and so on).
6. Use appropriate units: fractions in the building industry; elsewhere, decimals with proper significant figures. Align decimals and all numbers vertically. Keep decimal places from all numbers equal. Round insignificant decimals to whole numbers.
7. Use *x*, *NA*, or a dash to signify any omitted entry, and explain the omission in a footnote ("Not available," "Not applicable"). (continues)

Follow these guidelines for table construction (continued):

8. Use footnotes to explain entries, abbreviations, or omissions. Label footnotes with lowercase letters so readers do not confuse the notation with the numerical data.
9. Cite data sources beneath any footnotes. When adapting or reproducing a copyrighted table for a work to be published, obtain written permission.
10. If the table is too wide for the page, turn it 90 degrees with the left side facing page bottom (top against the binding). Or use two tables.
11. If the table exceeds one page, write "continues" at the bottom and begin the next page with the full title, "continued," and the original column headings.

