UNLV | GRADUATE COLLEGE

Manual for Formatting the Tables and the List of Tables in the Thesis or Dissertation

This manual provides information on:
- How to properly format tables within the thesis or dissertation.
- Examples of properly formatted tables.
- The format requirements for the List of Tables.
- How to manually and automatically create a List of Tables. An example of a properly formatted List of Tables is provided at the end of the manual.

Section 1: Formatting Tables within the Thesis or Dissertation

General Formatting Guidelines
- Be sure that all inserted tables are labeled with a **TITLE** and **NUMBER**
    - Example: Table 1. Total Number of Graduate Students from 1986 – 1997
- The numbering for each table must be consecutive, per the requirements of your chosen style guide.
    - Numbering can be from the beginning of the document or from the start of each chapter.
- Your casing choices must be consistent and match between all of the table labels and should follow the requirements of your chosen style guide.
    - For example, if your titles are in ALL CAPS in your text, they will need to be in ALL CAPS in your list of tables and throughout your other table titles. The rule applies to titles that are Title Cased, lower cased, or Just capitalize the first word of your title.
- If a table is landscape oriented, the table's label and page number must be landscape oriented to match.
- **TABLES MUST BE CLEARLY DELINIATED FROM THE TEXT.** This can be done by done line breaks (minimum 2 line breaks or 2 double-spaced lines), borders, or a delineation that is approved by your style guide. The title and description of tables are considered part of the table and must be clearly delineated from the text as well.
- Tables embedded into your document must fit on a single page. You can use smaller font size on tables, but it cannot be below 8 point size. If the embedded item does not fit within your text on a single page, it must be reasonably split or moved to the appendix. You can either give each table its own appendix or you can create a single appendix containing multiple tables.
- Unlike the rest of your document, the descriptions and titles of tables embedded in your document can be single-spaced.
- You must use the same font style as the rest of your document. As noted above, the font size can be smaller than the rest of the font size in the document.

Inserting a Caption for a Table in Microsoft Word:
Using this function in Microsoft Word enables you to ensure that there is consistency among table titles throughout your document. These captions will also then enable you to automatically create a List of Tables. **REMEMBER:** All tables need to be formatted identically with each other.
1. Find your first table in your document.
2. Position your mouse cursor at the beginning of the table's title/description. Go to the References tab.

3. On this tab, select Insert Caption. This is located in the center of the References tab under the Captions section.
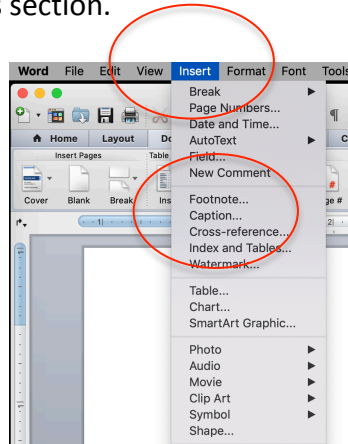
4. A menu will pop up and look similar to the image below.
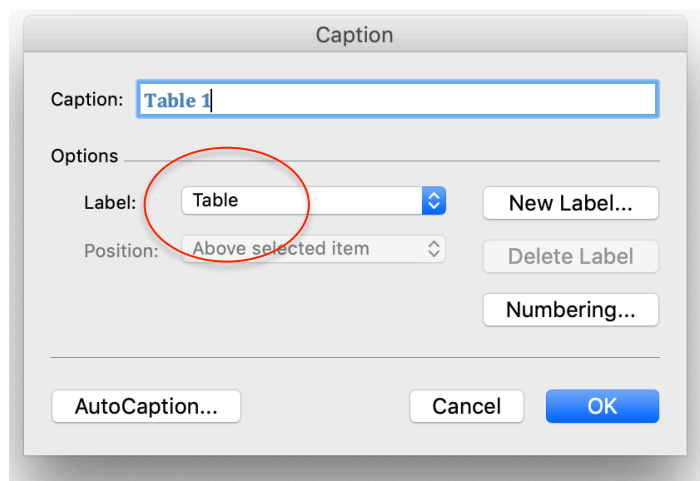
5. Make sure the word "Table" is displayed in the Label section. If it does not, click on the down arrow in the Label section and select it from the list.
6. When the caption figure says "Table 1," click OK.
7. The label "Table 1" should appear in front of your caption. You will notice that Word has changed the label and description of your table to its default settings.

Table 1UNLV's Student Population Preference for Chocolate or Vanilla Cupcakes (By Class-Standing).

Student Status	Prefer Chocolate Cupcakes	Prefer Vanilla Cupcakes	Prefer Other Type of Cupcakes
Undergraduate Students			
Freshman	565	400	52
Sophomore	787	878	115
Junior	412	432	25
Senior	125	200	300
Graduate Students			
Graduate	325	250	412

8. You can change the caption formatting style by going to the Home tab. There you will see the Styles section in the ribbon. In the lower right-hand corner of the Styles section, you will see an arrow. Click on the arrow to bring up the Styles menu.
9. Click anywhere on the caption (label or description) and this displays the Captions option in the Styles menu.
10. Click on the down arrow located to the right of "Caption."
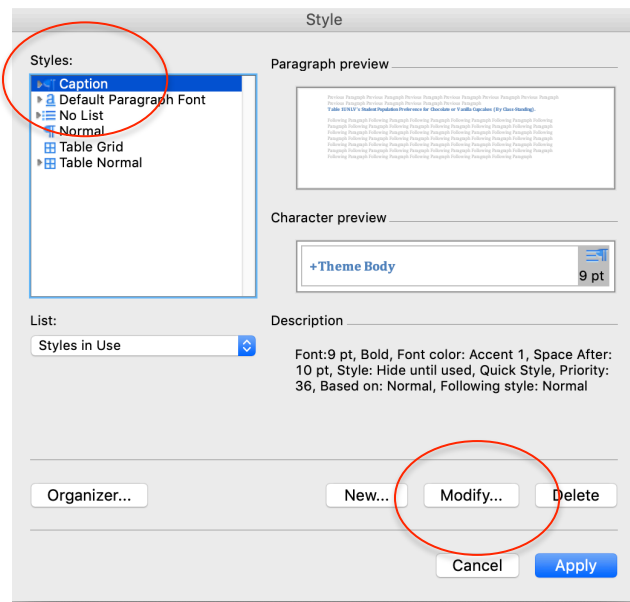
11. Choose Modify.
12. This is where you can modify the font style, font size, the position of the label and descriptions (e.g., centered, left-aligned), and the line spacing (e.g. single-spaced).
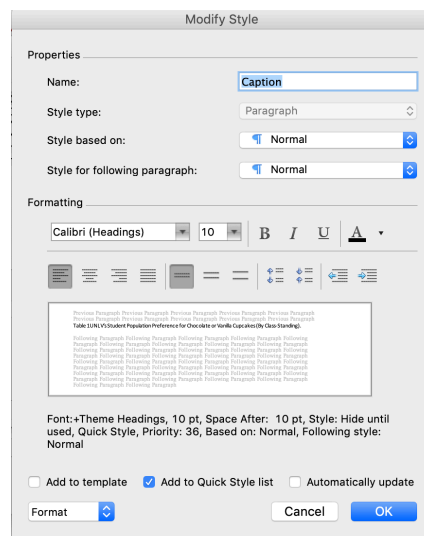
13. Once you have fixed the style of the caption, click OK. The caption for your table should reflect these changes. From here, all captions for your tables should look the same.
14. To insert a caption for the rest of the tables in your document, follow the above steps.
15. The only change is that instead of making sure the label is "Table 1" (Step 7 above), the number must be changed to accurately reflect the order of the respective table.

Sample 1: Properly Formatted Tables

Section 1: Fun With Latin

Eius solum similique pri te, errem decore perpetua an his. This idea is clearly illustrated in Tables 1.1 and 1.2.

Table 1: UNLV's Student Population Preference for Chocolate or Vanilla Cupcakes (By Class-Standing).

Student Status	Prefer Chocolate Cupcakes	Prefer Vanilla Cupcakes	Prefer Other Type of Cupcakes
Undergraduate Students			
Freshman	565	400	52
Sophomore	787	878	115
Junior	412	432	25
Senior	125	200	300
Graduate Students			
Graduate	325	250	412

Table 2: UNLV's Student Population Preference for Cats or Dogs (By Class-Standing).

Student Status	Prefer Cats	Prefer Dogs	Prefer Other Type of Animal
Undergraduate Students			
Freshman	200	125	50
Sophomore	325	330	41
Junior	87	98	125
Senior	225	275	300
Graduate Students			
Graduate	574	300	25

Section 2: Fun With Latin Revisited

This next section explores text text text text text text text text text text text text text text text text.

Sample 2: Properly Formatted Tables

Section 3: Fun with Latin – The More You Know

Ne salutandi consetetur theophrastus mei, illum choro cu nec. Dico dolor intellegam quo et. Id qui stet facilisi, aperiri ceteros probatus ei est. Vix harum homero noluisse te, alia tota ne usu. Ut iusto laboramus consequuntur duo, ea sale nihil assentior quo. Vix paulo mollis ne. Legimus molestie luptatum ea pri.

Eius solum similique pri te, errem decore perpetua an his. In sale nulla nusquam eam. An sed euripidis interesset, homero disputando quo ad, est reque viderer cu. Petentium accusamus has ex, eu sale reque lobortis per, his tollit corpora appareat ei.

Te modo dolore iriure vis. Error bonorum vix ea, te nam quidam fierent moderatius. Nobis sapientem democritum cu sit. Et invidunt delicata aliquando eos, volutpat adolescens id vix. Eu qui invidunt erroribus. See Table 3 below for a detailed breakdown of student prefrences.

NOTE: This might seem like a lot of space, but if you look on the next page (p. 7) the table takes up almost a full page. This much space is allowed if your table (or figure) would not fit in the space remaining on the respective page.

Remember: The table cannot be split onto two pages. It must fit on one page or it will need to go into an appendix.

Also, note that the text on Table 3 is smaller than the other two tables. This is allowed. However, the font style is the same between all three tables. Furthermore, the caption/ description are the same font style, font size, paragraph spacing, and casing for all three tables. This must be the case for all tables in your document.

Table 3: College of Liberal Arts Students' Preferences for Chocolate Chip Cookies or Oatmeal Raisin Cookies.

Department/ Student Class-Standing	Prefer Chocolate Chip Cookies	Prefer Oatmeal Raisin Cookies	Prefer Other Type of Cookie
Department of Anthropology			
Freshman	42	53	99
Sophomore	112	205	20
Junior	51	54	102
Senior	99	89	199
Graduate	15	205	2
Department of English			
Freshman	34	52	125
Sophomore	69	78	1
Junior	152	2	3
Senior	159	201	63
Graduate	32	23	1
Department of History			
Freshman	23	65	123
Sophomore	152	2	3
Junior	51	54	102
Senior	99	89	199
Graduate	15	205	2
Department of Philosophy			
Freshman	65	56	66
Sophomore	99	102	32
Junior	212	321	2
Senior	56	87	9
Graduate	12	22	33
Department of Political Science			
Freshman	5	97	186
Sophomore	4	3	2
Junior	12	15	22
Senior	98	98	5
Graduate	5	5	3
Department of Psychology			
Freshman	45	36	2
Sophomore	89	98	9
Junior	23	3	99
Senior	32	22	12
Graduate	2	32	10
Department of Sociology			
Freshman	23	32	333
Sophomore	26	26	3
Junior	105	115	1
Senior	2	5	7
Graduate	3	3	6
Department of World Languages and Cultures			
Freshman	56	65	79
Sophomore	112	115	3
Junior	115	112	59
Senior	23	65	2
Graduate	2	2	9

Section 2: Format Requirements for the List of Tables

The List of Tables is placed immediately before the List of Figures (if you also have a List of Figures).

- It must be labeled as "List of Tables"
- The List of Tables is mandatory only if there are 5 or more tables found in the document. However, you can choose to have a List of Tables if there are 4 or less tables in the document.
- Regardless of whether you are required to have a List of Tables or if you chose to have a List of Tables, **all tables included in your text and appendices must appear in your List of Tables.**
- Furthermore, if you chose to have a List of Tables, you are bound by all list formatting rules and you must include all tables on the list (found in both the document and the appendices).
- The page numbers listed in the List of Tables must match the page number as they appear in the text.
- The label and number for each table listed in the List of Tables must match exactly as they appear in the text.
- The label is considered to be the first sentence after your listed table number. This sentence must match verbatim between the List of Tables and the text.
- Your casing choice must also match between your table label in the text and in the List of Tables.
    - For example: if your List of Tables contains Table 4b: Oatmeal Consumed from 1820-1851; the corresponding table label in the text should be Table 4b: Oatmeal Consumed from 1820-1851.
- The format used for your List of Tables must match the formatting style of your Table of Contents, List of Figures, and any other lists included in your front material.

Section 3: How to Manually Create a List of Tables

This method is almost identical to how you would manually create a Table of Contents (**see Table of Contents Manual** and **Manual for Formatting the Figures and the List of Figures in the Thesis or Dissertation**) in Microsoft Word.

On the List of Tables page:

1. Make sure you have the Heading "List of Tables" on the page. Be sure that it follows the format for all other major headings throughout the document (See **Headings and Subheadings Manual** for help with formatting major headings using the Style guides in Microsoft Word.)
2. Type the first entry. Remember:
   a. Table Number and Label
   b. Make sure the font style, font size, and casing match between the List of Tables and the text.
3. Press Tab and then type its respective page number (Remember: make sure the page number matches exactly between the document and what is listed on the List of Tables)
4. Then select the Tab stop character. In order to show the Tab stop character, click the Home tab. Then click Show/Hide in the paragraph group.
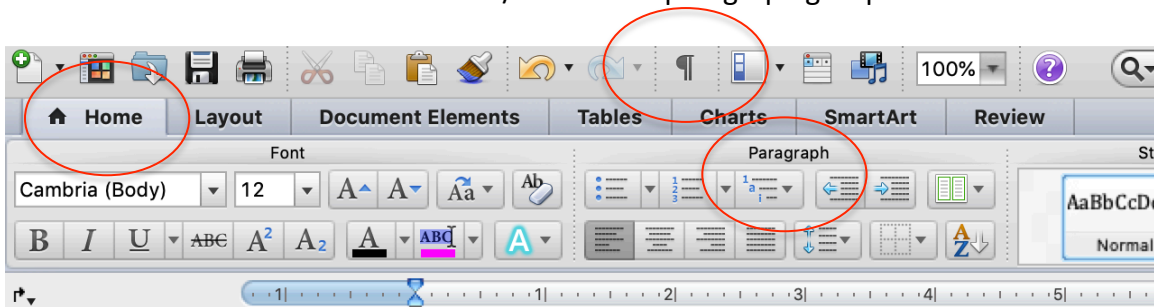
5. Click the arrow found at the bottom left hand corner of the paragraph group.
6. This launches the Paragraph Dialog Box. Click the Tabs button.
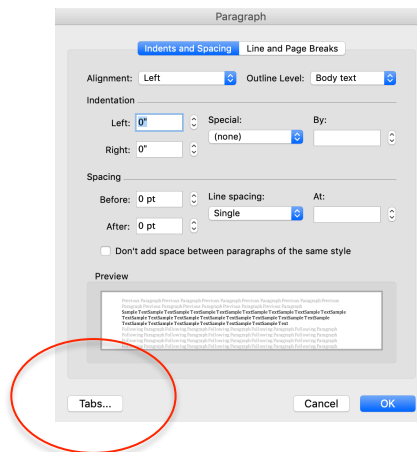
7. Type 6.4" under the Tab stop position. This means that your number will end in the 1" margin (**REMEMBER:** ALL MARGINS, INCLUDING THE RIGHT MARGIN, FOR THE THESIS OR DISSERTATION MUST BE 1").
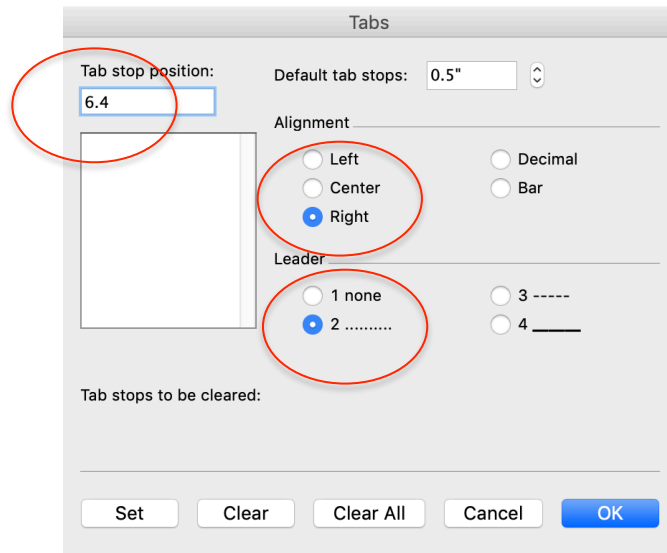
8. Under alignment, click Right.
9. Under Leader, choose item 2. The Graduate College style guide does not allow for leaders.
10. Click Set and then OK.
11. Press Enter. Type your next entry, press Tab, and then type the respective page number.

Repeat until your List of Tables is finished.

Section 4: How to Create a List of Tables Automatically in Microsoft Word

Adding captions via the Captions section (under References tab, enables you to automatically create a List of Tables in Microsoft Word. Make sure that your captions have been properly inserted and modified. If they are not, then it will cause issues when you try and create your List of Tables.

1. Go to your blank List of Tables page.
2. Hit enter so that have a blank line underneath the List of Tables heading.
3. Click the References tab. Select the Insert Table of Figures, found in the Captions section.
4. The Table of Figures menu will appear. Yours should look similar to the one below.
5. Make sure the caption label says "Table."
6. In order to modify the font size, font style, and make sure the List is double-spaced, click on the modify button. This will bring up another Style menu. Click modify again and this will bring up the Modify Style menu.
7. Once you have made the necessary changes, click OK (all three menus).
8. The List of Tables will be generated.

Remember: Similar to the Table of Contents, you cannot fix any misspellings or spacing problems on the List of Tables itself. Instead, you will need to go to the caption itself and make the corrections. You will then need to update the List of Tables to reflect the changes.

Updating the List of Tables:
There are two options to update the List of Tables.

- ***First Option***: The first is that under the Modify Style menu (Step 6 above), you can click "Automatically update." This will ensure that any changes made to the tables (caption spelling or their placement) will be automatically updated on the List of Tables.
- ***Second option***:
    1. Navigate your mouse to the Table of Contents itself. Right-click within the Table of Contents. It will turn grey and two menus will appear.
    2. Select the "Update Field." Another menu will appear.
    3. Choose "Update entire table" and click OK. This will update your List of Tables to reflect any changes you may have made to the tables' captions or placement in the document.

Sample: List of Tables

List of Tables

NOTE: The table number and label for each table listed on the Table of Contents match exactly as they appear in the text.

NOTE: The page numbers listed in the List of Tables match the page number as they appear in the text.

GENERAL NOTES:

· The List of Tables is labeled as "List of Tables."

· If your description is several sentences long, only the first sentence after your listed table number needs to appear on the List of Tables. This sentence must match verbatim between the List of Tables and the text.

· The List of Tables heading must match the format of all other major headings in the document.