Tips for Tables

Data analysis and Report writing workshop for Civil registration and vital statistics data.

TABLE

- A table is an arrangement of data in a number of rows and columns.

- Used to present univariate, bivariate or multi-variate data.

- Simplest form is one-way classification table which represents number of units falling in the categories.

Formatting Tips

- Tables in any report containing more than one table, should be numbered.

- Title of the table should be brief and concise yet fully self-explanatory.

- Headnotes are often used to introduce the units of the data, or the survey the data was collected in.

- Variables in the rows and columns should be defined by a heading.

Formatting Tips

- Caption, at the top of each column explains what each column represents.

- Stub indicates description of each row in the table.

- Body includes numerical information in cells.

Formatting Tips

- Footnotes placed at the bottom of the table, usually in smaller font, denoted either by letters or numbers, should run left to right down the page, provide explanations concerning individual numbers or columns or rows of numbers, when required.

- A new set of footnotes should be provided with each table, unless it would avoid lengthy repetition, then use "See footnote …".

- If statistics are collected from a secondary source, this should be acknowledged below the title or more usually below the footnotes.

Parts of a table

INFORMATION BOX 3: Parts of a Table

(a) Number   (b) Title

Table 11   Foreign Aid by Major Donors, 1995

(c) Headnote ———→ '000 Australian Dollars

(d) Headings   (e) Captions

(e) Captions   (f) Stubb   (g) Body

Donor	Fiji	PNG	Samoa	Tonga	Vanuatu	Total
Australia	14,151	266,667	5,862	8,600	12,173	307,453
New Zealand	5,094	-	4,943	4,800	4,508	19,143
France	472	-	-	400	10,494	11,366
EC	19,245	18,841	1,667	-	4,593	44,345
United Kingdom	377	-	-	-	3,333	3,711
USA	-	-	-	-	778	778
Canada	-	-	-	400	370	770
Japan	12,738	-	-	10,000	4,928	27,662
UNDP	660	-	977	700	2,519	4,856
ADB	-	-	-	-	4,099	4,099
Other [1]	1,415	-	18,620	600	22,975	43,611
Total	54,151	285,507	32,069	25,300	70,765	467,793

(h) Footnote
(i) Source

[1] Includes both other countries and other organisations.

Source: SPESS, South Pacific Commission, 1998.

Formatting Tips

- Put numbers most likely to be compared in columns.

- Put columns with larger values at the left and columns with smaller values at the right of the table.

Table 2.1 Household drinking water

Percent distribution of households and de jure population by source of drinking water, time to obtain drinking water, and treatment of drinking water, according to residence, Kyrgyz Republic 2012

Characteristic	Households			Population		
	Urban	Rural	Total	Urban	Rural	Total
Source of drinking water						
Improved source	95.9	83.4	88.2	94.4	81.9	85.9
Piped into dwelling	60.6	12.3	30.9	54.3	12.0	25.5
Piped to yard/plot	27.9	31.9	30.4	31.3	29.0	29.7
Public tap/standpipe	5.4	30.5	20.8	6.4	31.8	23.7
Tube well or borehole	1.4	2.2	1.9	1.6	2.3	2.1
Protected well	0.5	3.3	2.2	0.6	3.4	2.5
Protected spring	0.1	3.2	2.0	0.2	3.3	2.3
Non-improved source	4.	16.4	11.6	5.5	17.9	13.9
Unprotected well	0.	0.7	0.7	0.9	0.8	0.8
Unprotected spring	0.3	2.4	1.6	0.4	2.6	1.9
Tanker truck/cart with tank	.1	0.9	1.0	1.5	1.0	1.1
Surface water			8.3	2.8	13.5	10.1
Other source			0.1	0.0	0.2	0.1
Missing			0.1	0.1	0.1	0.1
Total			00.0	100.0	100.0	100.0
Time to obtain d (round trip)						
Water on premises			68.2	89.1	51.2	63.3
Less than 30 minutes	7.1	40.7	27.7	8.9	42.3	31.6
30 minutes or longer	0.6	5.1	3.4	0.7	5.8	4.2
Don't know/missing	0.9	0.6	0.7	1.2	0.6	0.8
Total	100.0	100.0	100.0	100.0	100.0	100.0
Water treatment prior to drinking[1]						
Boiled	38.9	47.5	44.2	43.3	50.3	48.1
Bleach/chlorine added	0.0	0.5	0.3	0.0	0.6	0.4
Strained through cloth	0.1	0.2	0.1	0.1	0.1	0.1
Ceramic, sand, or other filter	2.0	0.3	1.0	1.9	0.3	0.8
Solar disinfection	0.1	2.4	1.5	0.2	3.0	2.1
Other	9.4	8.7	9.0	10.0	9.1	9.4
No treatment	57.3	49.3	52.4	53.0	46.8	48.8
Percentage using an appropriate treatment method[2]	40.4	48.4	45.3	44.9	51.1	49.1
Number	3,105	4,935	8,040	10,789	22,916	33,704

[1] Respondents may report multiple treatment methods, so the sum of treatment may exceed 100 percent.
[2] Appropriate water treatment methods include boiling, bleaching, straining, filtering, and solar disinfecting.

Put numbers most likely to be compared with each other in columns

Where practical, put columns with larger values at the left of the table, and columns with smaller values at the right of the table

Guidelines for creating tables for reports

- Have a reference to the table (such as a table number);
- Have a clear title;
- Have rows and columns clearly labelled;
- Specify the units of the data in the table (for example, kg);
- Include the source of the data;
- Use vertical and horizontal lines to separate the labels from the data themselves;
- Usually do not have the columns separated by vertical lines AND rows by horizontal lines – this splits the table up too much;

Guidelines for creating tables for reports

- Space the table entries so that the table is easy to read;

- Use summary statistics (eg. sub-totals, means) to provide additional summary information;

- Include footnotes to explain any strange features in the data;

- Use appropriate rounding (usually to one or two decimal places); and

- Make sure not to breach confidentiality by disclosing personal or commercially sensitive information.

Table 2.9 Birth registration of children under age 5

Percentage of de jure children under age 5 whose births are registered with the civil authorities, according to background characteristics, Kyrgyz Republic 2012

| | Children whose births are registered | | | |
	Percentage who had birth certificate	Percentage who did not have birth certificate	Percentage registered	Number of children
Age				
<2	95.4	2.5	97.8	1,881
2-4	97.6	1.1	98.7	2,558
Sex				
Male	96.4	1.8	98.2	2,300
Female	97.0	1.5	98.5	2,140
Residence				
Urban	96.2	2.7	98.9	1,213
Rural	96.8	1.3	98.1	3,226
Region				
Issyk-Kul	96.6	1.6	98.2	408
Djalal-Abad	97.0	1.5	98.5	788
Naryn	98.4	1.3	99.8	205
Batken	97.0	1.9	98.9	386
Osh Oblast	98.2	1.2	99.5	1,029
Talas	93.5	2.3	95.8	268
Chui	95.2	0.4	95.7	701
Bishkek City	95.8	4.0	99.8	528
Osh City	96.4	2.0	98.3	128
Wealth quintile				
Lowest	98.0	1.4	99.4	931
Second	96.6	1.4	98.0	908
Middle	97.0	1.4	98.4	942
Fourth	95.1	1.8	96.9	960
Highest	96.8	2.5	99.3	699
Total	96.7	1.7	98.3	4,439

Have a reference to the table (such as a table number)

Source: Kyrgyz Republic 2012 DHS
http://www.dhsprogram.com/pubs/pdf/FR283/FR283.pdf

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Better to be clear what is meant by wealth, is it income?

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Even better if said:
Kyrgyz Republic DHS-2012

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Use summary to provide additional summary information

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Missing	0.0	0.1	0.1	0.1	0.1	0.1
Total	100.0	100.0	100.0	100.0	100.0	100.0
Time to obtain drinking water (round trip)						
Water on premises	91.4	53.6	68.2	89.1	51.2	63.3
Less than 30 minutes	7.1	40.7	27.7			
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Bishkek City	95.8	4.0	99.8	528
Osh City	96.4	2.0	98.3	128
Wealth quintile				
Lowest	98.0	1.4	99.4	931
Second	96.6	1.4	98.0	908
Middle	97.0	1.4	98.4	942
Fourth	95.1	1.8	96.9	960
Highest	96.8	2.5	99.3	699
Total	96.7	1.7	98.3	4,439

Tables with more detailed sub-groups, may be at risk

Make sure not to breach confidentiality by disclosing personal or commercially sensitive information

Source: Kyrgyz Republic 2012 DHS
http://www.dhsprogram.com/pubs/pdf/FR283/FR283.pdf

Table 2.1 Household drinking water

Percent distribution of households and de jure population by source of drinking water, time to obtain drinking water, and treatment of drinking water, according to residence, Kyrgyz Republic 2012

Characteristic	Households			Population		
	Urban	Rural	Total	Urban	Rural	Total
Source of drinking water						
Improved source	95.9	83.4	88.2	94.4	81.9	85.9
Piped into dwelling	60.6	12.3	30.9	54.3	12.0	25.5
Piped to yard/plot	27.9	31.9	30.4	31.3	29.0	29.7
Public tap/standpipe	5.4	30.5	20.8	6.4	31.8	23.7
Tube well or borehole	1.4	2.2	1.9	1.6	2.3	2.1
Protected well	0.5	3.3	2.2	0.6	3.4	2.5
Protected spring	0.1	3.2	2.0	0.2	3.3	2.3
Non-improved source	4.1	16.4	11.6	5.5	17.9	13.9
Unprotected well	0.7	0.7	0.7	0.9	0.8	0.8
Unprotected spring	0.3	2.4	1.6	0.4	2.6	1.9
Tanker truck/cart with tank	1.1	0.9	1.0	1.5	1.0	1.1
Surface water	2.0	12.3	8.3	2.8	13.5	10.1
Other source	0.0	0.2	0.1	0.0	0.2	0.1
Missing	0.0	0.1	0.1	0.1	0.1	0.1
Total	100.0	100.0	100.0	100.0	100.0	100.0
Time to obtain drinking water (round trip)						
Water on premises	91.4	53.6	68.2	89.1	51.2	63.3
Less than 30 minutes	7.1	40.7	27.7	8.9	42.3	31.6
30 minutes or longer	0.6	5.1	3.4	0.7	5.8	4.2
Don't know/missing	0.9	0.6	0.7	1.2	0.6	0.8
Total	100.0	100.0	100.0	100.0	100.0	100.0
Water treatment prior to drinking[1]						
Boiled	38.9	47.5	44.2	43.3	50.3	48.1
Bleach/chlorine added	0.0	0.5	0.3	0.0	0.6	0.4
Strained through cloth	0.1	0.2	0.1	0.1	0.1	0.1
Ceramic, sand, or other filter	2.0	0.3	1.0	1.9	0.3	0.8
Solar disinfection	0.1	2.4	1.5	0.2	3.0	2.1
Other	9.4	8.7	9.0	10.0	9.1	9.4
No treatment	57.3	49.3	52.4	53.0	46.8	48.8
Percentage using an appropriate treatment method[2]	40.4	48.4	45.3	44.9	51.1	49.1
Number	3,105	4,935	8,040	10,789	22,916	33,704

[1] Respondents may report multiple treatment methods, so the sum of treatment may exceed 100 percent.
[2] Appropriate water treatment methods include boiling, bleaching, straining, filtering, and solar disinfecting.

Use appropriate rounding

Source: Kyrgyz Republic 2012 DHS
http://www.dhsprogram.com/pubs/pdf/FR283/FR283.pdf

Rounding

- Rounding is often the first step in simplifying and summarizing statistical data.

- Good rounding is essential if a table is going to be easy to understand.

- There is often a fear of losing accuracy

- Trade-off between "Accuracy" and "Understanding"

- Usually round to one or two decimal places.

Rounding - Rules

- General guidelines to perform rounding:
  - Numbers **less than 5** are **rounded down**
  - Numbers **greater than 5** are **rounded up**
  - If the number is **5** then in CRVS analysis **would be rounded up**

- Example:
  - 9.**3** is rounded to 9.0
  - 9.**6** is rounded to 10.0
  - 9.**5** is rounded to 10.0

Rounding - Notes

- In tables, the general guideline is that the rounded totals should be consistent with the unrounded totals

- Example

Table 6.1 Population by State, Federated States of Micronesia, 1994

State	Un-rounded		Rounded to the nearest '00	
	Males	Females	Males	Females
Yap	5,565	5,613	5,600	5,600
Pohnpei	17,253	16,439	17,300	16,400
Kosrae	3,806	3,511	3,800	3,500
Chuuk	27,299	26,020	27,300	26,000
Total	**53,923**	**51,583**	**54,000**	**51,500**

Source: 1994 FSM Census of Population and Housing, Detailed Social and Economic Characteristics Report, 1996.

rounded → 51600

Should be → 51600

If presenting only rounded numbers, the total should be 51,600

Percentages

- To change an amount to a percentage divide it by the total and multiply by 100. (Can be overall, row or column total)

- Do not use more than two decimal places with percentages.

- The total of percentages should add up to 100.

- Should report in column title or as a footnote, what number was used for the total (i.e. how many cases = 100%) especially if the overall total is not used
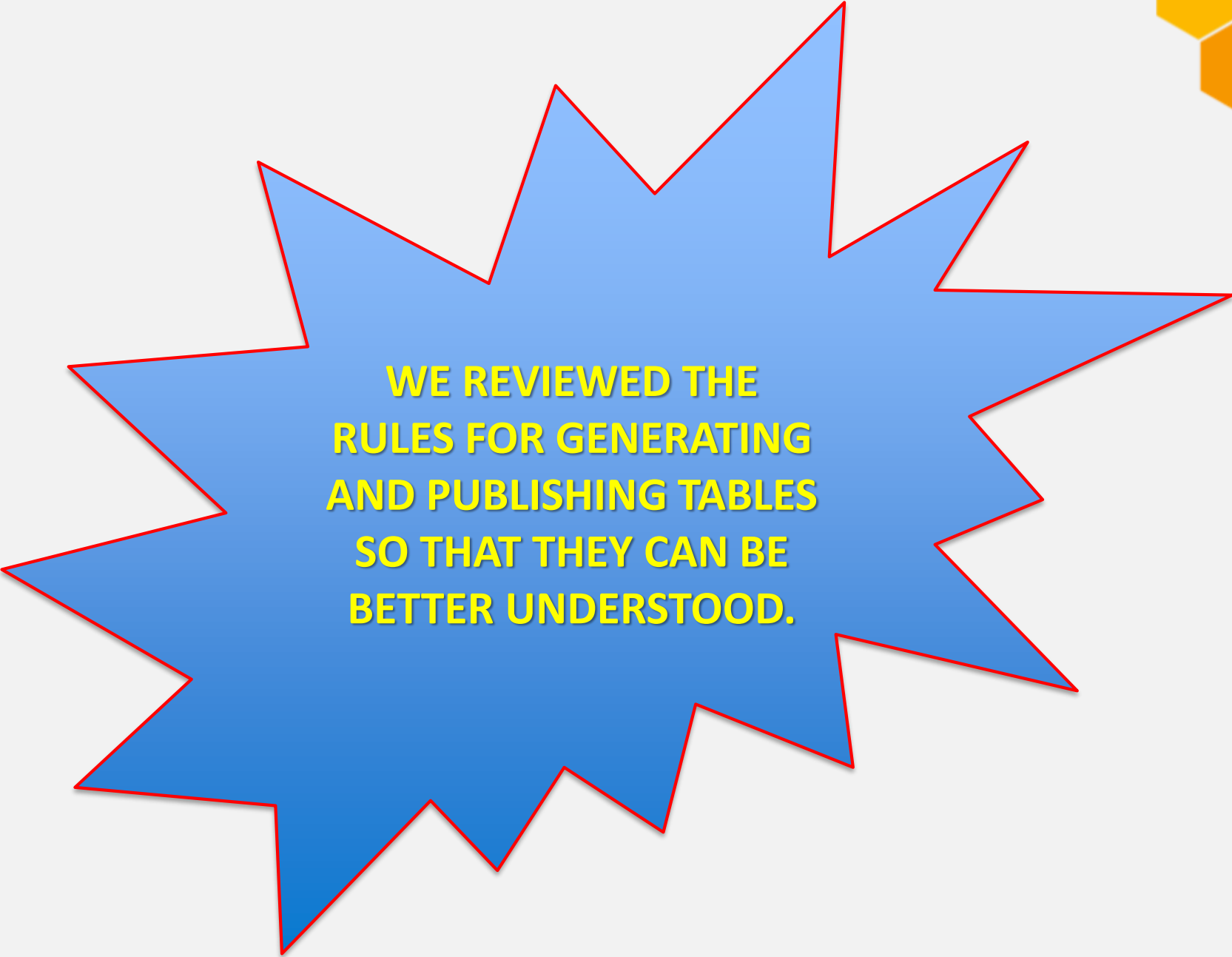
Table 2.9 Birth registration of children under age 5

Percentage of de jure children under age 5 whose births are registered with the civil authorities, according to background characteristics, Kyrgyz Republic 2012

Background characteristic	Children whose births are registered			
	Percentage who had birth certificate	Percentage who did not have birth certificate	Percentage registered	Number of children
Age				
<2	95.4	2.5	97.8	1,881
2-4	97.6	1.1	98.7	2,558
Sex				
Male	96.4	1.8	98.2	2,300
Female	97.0	1.5	98.5	2,140
Residence				
Urban	96.2	2.7	98.9	1,213
Rural	96.8	1.3	98.1	3,226
Region				
Issyk-Kul	96.6	1.6	98.2	408
Djalal-Abad	97.0	1.5	98.5	788
Naryn	98.4	1.3	99.8	205
Batken	97.0	1.9	98.9	386
Osh Oblast	98.2	1.2	99.5	1,029
Talas	93.5	2.3	95.8	268
Chui	95.2	0.4	95.7	701
Bishkek City	95.8	4.0	99.8	528
Osh City	96.4	2.0	98.3	128
Wealth quintile				
Lowest	98.0	1.4	99.4	931
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Total	96.7	1.7	98.3	4,439

Source: Kyrgyz Republic 2012 DHS
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