

Paper – Business Research Methods

Paper Code-MB 202

MBA- Sem-II

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TOPIC- DEFINITION OF TABULATION PART-2

General Guidelines for Tabulation

A. Necessity: Visual material such as tables and figures can be used quickly and efficiently to present a large amount of information to an audience, but visuals must be used to assist communication, not to use up space, or disguise marginally significant results behind a screen of complicated statistics. Ask yourself this question first - Is the table or figure necessary? For example, it is better to present simple descriptive statistics in the text, not in a table.

B. Relation of Tables or Figures and Text: Because tables and figures supplement the text, refer in the text to all tables and figures used and explain what the reader should look for when using the table or figure. Focus only on the important point the reader should draw from them, and leave the details for the reader to examine on her own

C. Documentation: If you are using figures, tables and/or data from other sources, be sure to gather all the information you will need to properly document your sources.

D. Integrity and Independence: Each table and figure must be intelligible without reference to the text, so be sure to include an explanation of every abbreviation (except the standard statistical symbols and abbreviations).

E. Organization, Consistency, and Coherence: Number all tables sequentially as you refer to them in the text (Table 1, Table 2, etc.), likewise for figures (Figure 1, Figure 2, etc.). Abbreviations, terminology, probability level values must be consistent across tables and figures in the same article. Likewise, formats, titles, and headings must be consistent. Do not repeat the same data in different tables.

Guidelines for Tables within Assignments

Following are brief guidelines describing how to format tables within your assignments. These guidelines have been adapted from the Publication manual of the American Psychological Association.

- Be selective in what tables, as well as the number of tables you include within your text. If a large number of tables are included it may prove distracting to the reader.
- The layout of the table should be logical and easily understood by the reader. Select a layout format which emphasizes the feature of the data you are discussing.
- Include lines within a table only when they assist readability or clarity.

- Each column and row must include a brief, but descriptive heading.
- Tables should supplement rather than duplicate your text.
- Refer to every table within your text by the table number (eg. Table 1), highlighting only the point you want to emphasize.
- Tables must be numbered consecutively in the order in which they appear within the text. That is, the first table is labelled 'Table 1', the second 'Table 2', and so on.
- Include a title (in italics) for the table on the next line directly after the table number (spacing can either be single or double-space). Each major word in the title should appear in capitals. The title should be descriptive of the contents of the table. For example- *Table 1 Difference Between Cue Collection in Experienced and Novice Nurses*
- Include descriptive notes for the table directly underneath the table. Refer to the Publication manual for more details on the types of notes to that can be included.

DECIDING TO USE FIGURE

In APA journals, any type of illustration other than a table is called a figure. Because tables are typeset, rather than photographed from art-work supplied by the author, they are not considered figures. A figure may be a chart, graph, photograph, drawing, or other depiction. Consider carefully whether to use a figure. Tables are often preferred for the presentation of quantitative data in archival journals because they provide exact information; figures typically require the reader to estimate values. On the other hand, figures convey at a quick glance an overall pattern of results. They are especially useful in describing an interaction – or lack thereof- and nonlinear relations. A well-prepared figure can also convey structural or pictorial concepts more efficiently than can text. During the process of drafting a manuscript, and in deciding whether to use a figure, ask yourself these questions –

- What idea do you need to convey?
- Is the figure necessary? If it duplicates text, it is not necessary. If it complements text or eliminates lengthy discussion, it may be the most efficient way to present the information.
- What type of figure (e.g., graph, chart, diagram, drawing, map, or photograph) is most suited to your purpose? Will a simple, relatively inexpensive figure (e.g., line art) convey the point as well as an elaborate, expensive figure (e.g., photographs combined with line art, figures that are in color instead of in black and white)?

Standard for Figure The standards for good figures are **simplicity, clarity, and continuity.**

A good figure-

- augments rather than duplicated the text;
- conveys only essential facts;
- omits visually distracting detail;
- is easy to read – its elements (type, lines, labels, symbols, etc.) are large enough to be read with ease in the printed form;

- is easy to understand – its purpose is readily apparent;
- is consistent with and is prepared in the same style as similar figures in the same article; that is, the lettering is of the same size and typeface, lines are of the same weight, and so forth; and
- is carefully planned and prepared.