

TOPIC- DEFINITION OF TABULATION PART-1

DEFINITION OF TABULATION

Tables are efficient, enabling the researcher to present a large amount of data in a small amount of space. Tables usually show exact numerical values, and the data are arranged in an orderly display of columns and rows, which aids comparison. The reader can more easily comprehend and compare data when they are presented in tabular form. Tabulation is the process of condensation of information collected through enquiry. A table represents a summary of the data by using columns and rows entering figures in the body of the table.

PURPOSE OF THE TABULATION

The purposes of tables and figures in documents is to enhance readers' understanding of the information in the document. Most word processing software available today will allow you to create your own tables and figures, and even the most basic of word processors permit the embedding of images, thus enabling you to include tables and figures in almost any document. The main purposes of the tabulation are. To...

- Summarize a mass of numerical information, and
- Present it in the simplest possible form consistent with purpose of the study.

BASIC STRUCTURE OF A TABLE

The following parts are the basic structure of tables. Numbers: Number all tables with Arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead, combine the related tables. If the manuscript includes an appendix with tables, identify them with capital letters and Arabic numerals (e.g. Table A1, Table B2).

Titles: Like the title of the paper itself, each table must have a clear and concise title. When appropriate, you may use the title to explain an abbreviation parenthetically. Example: Comparison of Median Income of Adopted Children (AC) v. Foster Children (FC)

Headings: Keep headings clear and brief. The heading should not be much wider than the widest entry in the column. Use of standard abbreviations can aid in achieving that goal. All columns must have headings, even the stub column, which customarily lists the major independent variables.

Body: In reporting the data, consistency is key. Numerals should be expressed to a consistent number of decimal places that is determined by the precision of measurement. Never change the unit of measurement or the number of decimal places in the same column. More specifically the different parts of a table are-

Title: Each table has its title describing the contents. **Sub Head:** It describes the characteristic of the stub entries.

Stub Entries: These are the classification of actual data. **Caption Head:** This explains the data placed in each column of the caption head.

Body: It contains the data in classified form.

Foot Note: It may be used to describe anything.

Source: Disclosing the source of information

CONSIDERATION IN CONSTRUCTION OF A TABLE

Main Consideration in Construction of a Table

- Table should be as simple as possible.
- It is advisable to have a rough draft of the table before preparation of actual table.
- The size of different columns should be so adjusted that the overall length of the table is proportionate to its breath.
- The units of measurement should be clearly stated.
- The title of the table should be precise.
- Whenever possible figures may be rounded up.
- The size of table should not be too large.
- There should not be any ambiguity in the entry of items in the table. The expressions should be clear.
- Different columns shown for comparison should be placed side by side. Table Checklist
- Is the table necessary?
- Is the entire table single- or double-spaced (including the title, headings, and notes)?
- Are all comparable tables presented consistently?
- Is the title brief but explanatory?
- Does every column have a column heading?
- Are all abbreviations; special use of italics, parentheses, and dashes; and special symbols explained?
- Are all probability level values correctly identified, and are asterisks attached to the appropriate table entries? Is a probability level assigned the same number of asterisks in all the tables in the same document?
- Are the notes organized according to the convention of general, specific, probability?
- Are all vertical rules eliminated?