Guidelines for Figures and Tables in Final Drafts
Updated July 5, 2024

Figures:

-Figure titles should be short and descriptive (i.e. substantively meaningful); however, they should not state a conclusion or finding.

-Do not include any gridlines in the background.

-All words should be fully spelled out (in the title, axis labels, value labels, and legend). Please avoid abbreviations and acronyms. If you need to use acronyms for layout purposes, then the acronym needs to be defined in the note.

-ONLY THE FIRST WORD OF PANEL LABELS, AXIS LABELS, VALUE LABELS, AND LEGEND LABELS SHOULD BE CAPITALIZED

-Please do not use italics in figures.

- All text (titles, labels) should be in black, not grey.

-All figures should be in portrait orientation and not in landscape.

-If there is an axis title and value labels, there should be the space of about a line between value labels and an axis title on the x axis. The same is true regarding the y axis.

-The font size and style used for all parts of figures (i.e. panel labels, axis titles, value labels, legends, etc.) should be consistent across all figures in the final draft.

-Legends should appear either under the figure as a whole or inside the figure itself; they should not appear to the side of the figure.

-Legends should not have a box around them.

Figures with Multiple Panels:

-Panel labels should be short, descriptive (i.e. substantively meaningful) and they should be preceded by a letter in parentheses (e.g. "(a)", "(b)", etc.).

-Center panel labels over each panel.

-Panels should be the same size as one another. Figures should be designed to be as balanced and symmetrical as possible.

-If a figure with multiple panels has one legend that applies to all of the panels in the figure, that legend should only appear once. It should either appear inside of the first panel or it should be centered beneath the whole figure.

-If a figure with multiple panels requires a different legend for each panel, then those legends should either appear within or be centered directly beneath their respective panels.

Tables

-Table titles should be substantively meaningful; however, they should not state a conclusion or finding.

All words should be fully spelled out (in the title, row labels, column headers, and legend). Please avoid abbreviations and acronyms. If you need to use acronyms for layout purposes, then the acronym needs to be defined in the note.

-Please use the following p-value legend for all tables: $^{\dagger}p < .10$; $^{*}p < .05$; $^{**}p < .01$. Please do not include values smaller than .01 in the legend or demarcate these values in the tables.

-All numbers in the tables should be reported to the same decimal place—either to the nearest hundredth or the thousandth place. On occasion, this might mean that the number in the last decimal place is 0.

-Standard errors should be placed directly beneath coefficients.

-ONLY THE FIRST WORD OF COLUMN HEADERS AND ROW LABELS SHOULD BE CAPITALIZED.

-Each table should include an explanatory note explaining what the table shows so that readers need not reference the text to understand the table.

-Please note that having "panels" in tables is against *AJPS* guidelines, so please do not include multiple "panels" in one table. In these cases, consider multiple tables.

-Please do not use italics in tables.

- All tables should be oriented in portrait orientation and not in landscape.

-Alignment of Headings:

    -Headings over text entries should be left-aligned. Headings over numeric entries should be centered over the entries.

-Alignment of Entries:

    -Please align decimals at the decimal point.

    -Please left-align text entries

    -Please center whole numbers

-Tables with multiple levels of headings and subheadings:

    -Please separate these levels with some space and please ensure that broader category headings are centered over subcategory headings.