How to Make APA Format Tables Using Microsoft Word

I. Tables vs. Figures
  - See APA Publication Manual p. 147-175 for additional details
  - Tables consist of words and numbers where spatial relationships usually do not indicate any numerical information.
  - Tables should be used to present information that would be too wordy, repetitive, or difficult to read as text.
  - Figures typically communicate numerical information using spatial relations. For example as you move up the Y axis of bar graph the scores usually go up.

II. Examples of APA Tables

1. a Chi-Square example (Group IV x Group DV)

Table 1

Crosstabulation of Gender and Cheezy Poofs Liking

Cheezy Poof Liking	Gender		χ^2	Φ
	Females	Males		
Yes	2 (-2.7)	8 (2.7)	7.20**	.60
No	8 (2.7)	2 (-2.7)		

Note. ** $= p \leq .01$. Adjusted standardized residuals appear in parentheses below group frequencies.

2. *t*-Test Example (Dichotomous Group IV x Score DV)
Notice that we have reported the results of two separate *t*-test analyses.

Table 2

Cheezy Poofs and South Park Wathching Liking Means for Males and Females

	Gender		*t*	*df*
	Females	Males		
Cheezy Poofs Liking	3.33 (1.70)	3.75 (1.79)	-2.05*	170
South Park Watching	4.28 (.7509)	3.87 (.9280)	4.40***	179

Note. * $= p \leq .05$, *** $= p \leq .001$. Standard Deviations appear in parentheses below means.

3. One Way Anova with 3 Groups Example (Group IV x Score DV)
- Remember that you have report paired comparisons (Post Hoc test or planned comparisons) for significant analyses. The result of paired compared are indicated by the subscripts on the means within rows.
- Also, notice in this table that we report the results of four separate analyses. This is the real power of tables: we can convey a large amount of information very concisely.

Table 3

South Park Character Resemblance Scores for Experimental Groups

| South Park Character Resemblance | Experimental Group | | | | |
	10 hrs of Southpark Watching	10 hrs of Teletubbies Watching	No TV (Control)	F	η^2
Kyle	2.23_a (.55)	2.93_b (.90)	2.73_{ab} (.55)	3.98^{***}	.18
Stan	3.58_a (.70)	3.62_a (.55)	3.54_a (.90)	.03	.00
Kenny	3.19_c (.73)	2.80_a (.72)	3.02_b (.49)	2.95^{*}	.06
Eric	3.21_b (.19)	3.10_a (.28)	3.30_a (.19)	.20	.01

Note. $^{*} = p \leq .05$, $^{***} = p \leq .001$. Standard deviations appear in parentheses bellow means. Means with differing subscripts within rows are significantly different at the $p \leq .05$ based on Fisher's LSD post hoc paired comparisons.

4. Factorial Anova Example 2 x 3 between subjects design.
Notice that two tables are used here. The first table reports the overall results for the 2x3 factorial ANOVA, which includes the Main Effects for the two IV's and the Interaction Effect for the two IV's. The second table reports the means and simple effects tests for the significant interaction effect.

Table 4

Experimental Group x Sex Factorial Analysis of Variance for Eric Cartman Resemblance

Source	Df	F	η^2	p
(A) Experimental Group	2	7.93	.17	.001
(B) Sex	1	31.41	.34	.001
A x B (interaction)	2	7.85	.17	.002
Error (within groups)	30			

Table 5

South Park Character Resemblance Scores for Experimental Groups

Eric Cartman Resemblance	Experimental Group			Simple Effects: *F* df (2, 30)
	10 hrs of Southpark Watching	10 hrs of Teletubbies Watching	No TV (Control)	
Males	10.67_a (2.50)	10.50_a (2.34)	10.33_a (1.63)	.04
Females	4.83_a (1.60)	10.50_b (2.59)	4.50_a (1.52)	15.74^{**}
Simple Effects: *F* df(1, 30)	23.56^{**}	.00	23.56^{**}	

Note. $^{**} = p \leq .01$. Standard deviations appear in parentheses bellow means. Means with differing subscripts within rows are significantly different at the $p \leq .05$ based on Fisher's LSD post hoc paired comparisons.

Notice that the simple effect comparing the 3 experiment groups only for females, requires follow up tests in order to determine which groups are significantly different. In the case Fisher's LSD test was used and the results are represented with the different subscripts for each mean. In this case, female participants in the SP watching group did not differ from the control group so they are given the same subscript (a). However, women in the control group and women in the SP watching group significantly differed from the Teletubbies watching group and so the Telletubbies group was labeled with a different subscript (b). The males subjects did not differ from one another, so they all share the same subscript (a).

6. Correlations (Scores IV x Scores IV)

Table 1

Pearson's Product Moment Correlations for South Park Attitudes with Cheezy Poofs Attitudes

and Moral Development

	South Park Attitudes	
	Devotion	Implementation
Cheezy Poofs Attitudes		
Intent to Purchase	.39***	-.07
Intent to Consume	.15	.22*
Moral Development		
Idealism	-.26**	-.19†
Empathy	-.13	-.21*
Justice	.02	-.10

Note. † = $p \leq .10$, * = $p \leq .05$, ** = $p \leq .01$, *** = $p \leq .001$. *N* = 96 for all analyses.

III. Making a table using Microsoft Word Table function.

1. Determine the number of row and columns needed.
  - For example, Table 5 has 5 row and 5 column.

2. Click the Table icon and drag the grid till you have the number of rows and column you want.
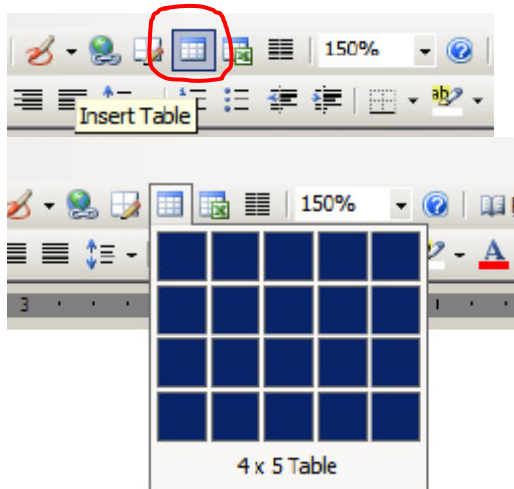
  In this case you want a 5 x 5, though the screen shot shows a 4 x 5. When you release the mouse button your table will appear like this

3. Notice the horizontal and vertical lines. We don't want all of these in our final table so our first step is to eliminate them all and then add in the ones we want.
  a. **Eliminate all gridlines**
  - There are two ways to do this
      a1. - If the icon appears on your tool bar

      Then you can highlight your whole table and choose the eliminate all lines option illustrated below.
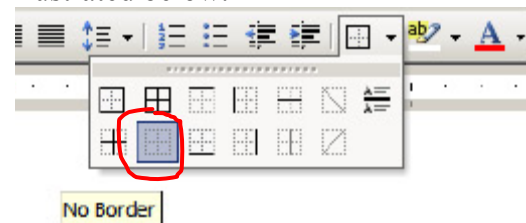

      The grid lines in your table will still be visible (if not go the Table in the pull-down menu at the top and select "Show Gridlines") but they will be a lighter gray color than the original black gridlines. This allows you to see the cells you are working in, but they will not appear when you print.

a2. – If the icon does not appear then, highlight your table and click Format in the pull-down menu and select "Borders and Shading" and in the Borders pane, select None.
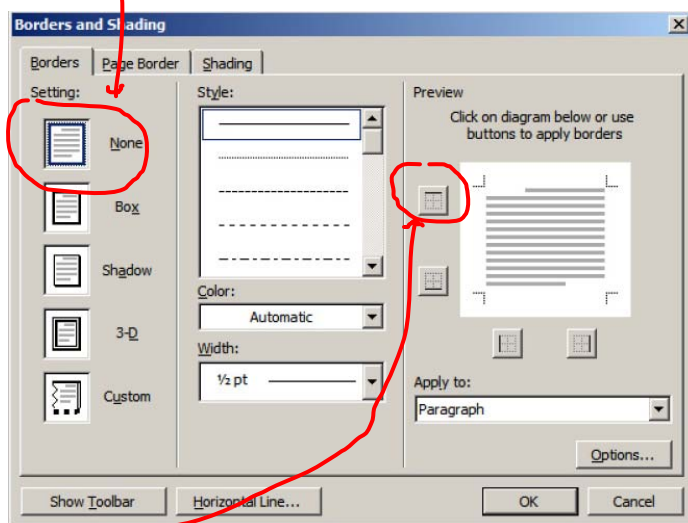

b. **Add back in the lines you want to appear**.
In table five we want the very top line to appear, so we highlight that line and either use the tool bar icon or the Borders and Shading window (from Format menu) and ask for the overbar.
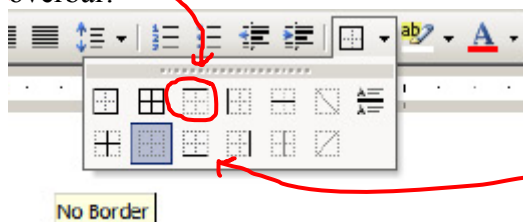
- Also we want a line on the bottom of the chart: use underbar.
- We need a line between row 2 and 3. Highlight either row 2 or 3 and use either underbar or overbar, respectively.
- Finally we want a line between row 1and 2, but only for columns 2, 3, and 4. So highlight the appropriate cells and choose underbar or overbar.
-When you are done you should have the following.

c. Finally, in this example we have **cells that need to be merged**. That is, what appear as separate cells we want to treat as a single cell. In this case we should merge the cells in row 1; columns 2, 3, & 4. Highlight the cells, right click on them, and select "Merge Cells" from the menu. You can also select this from the Table pull-down menu.
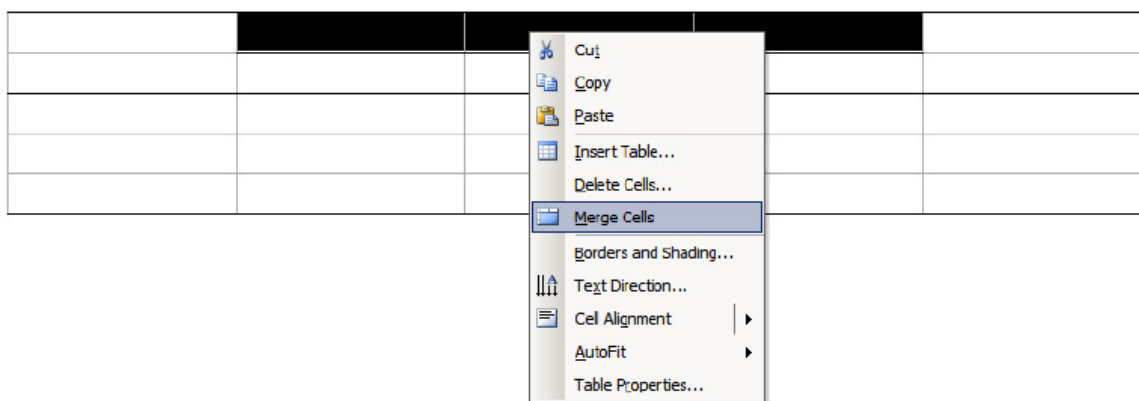
-Also notice that Table 5 has text that seems to float in the middle of the first two rows of the first column. These have also been merged.
-When you are done you will have something like this.

4. You can now enter your Labels and Data.

Eric Carman Resemblance	Experimental Group			
	10 hrs of Southpark Watching	10 hrs of Teletubbies Watching	No TV (Control)	Simple Effects: F $df(1, 30)$
Males	10.67_a (2.50)	10.50_a (2.34)	10.33_a (1.63)	.04
Females	4.83_a (1.60)	10.50_b (2.59)	4.50_a (1.52)	15.74^{**}
Simple Effects: F $df(1, 30)$	23.56^{**}	.00	$|23.56^{**}$	

- Notice that the text still does not look like Table 5. The test needs to be alligned.
    a. **Center columns** 2 through 5. Highlight them and use the Centered Justification button.

b. Right Justify the last cell in column 1.

Eric Carman Resemblance	Experimental Group			Simple Effects: F $df(1, 30)$
	10 hrs of Southpark Watching	10 hrs of Teletubbies Watching	No TV (Control)	
Males	10.67_a (2.50)	10.50_a (2.34)	10.33_a (1.63)	.04
Females	4.83_a (1.60)	10.50_b (2.59)	4.50_a (1.52)	15.74**
Simple Effects: F $df(1, 30)$	23.56**	.00	23.56**	

 c. We need to **vertically center the first cell in the first column**.
 d. We need to **anchor the labels in row 2 to the bottom of the cell**. This is really a problem for the label in column 4.
- For both steps use the cell alignment tool.

- This should leave you with the following.

	Experimental Group			
Eric Carman Resemblance	10 hrs of Southpark Watching	10 hrs of Teletubbies Watching	No TV (Control)	Simple Effects: F $df(1, 30)$
Males	10.67_a (2.50)	10.50_a (2.34)	10.33_a (1.63)	.04
Females	4.83_a (1.60)	10.50_b (2.59)	4.50_a (1.52)	15.74**
Simple Effects: F $df(1, 30)$	23.56**	.00	23.56**	

5. Finally we need to adjust the column widths and add some hard returns to the rows with data so they don't look so crowded.

a. **change column widths** by putting your cursor over a column line until the cursor changes into two vertical lines with horizontal arrow on either side. Then click and drag the column line to the desired width.

b. To **add hard returns to data rows**, in each cell put the cursor just in front of the text and press Enter on the keyboard.

Eric Carman Resemblance	Experimental Group			Simple Effects: F $df\,(1, 30)$
	10 hrs of Southpark Watching	10 hrs of Teletubbies Watching	No TV (Control)	
Males	10.67_a (2.50)	10.50_a (2.34)	10.33_a (1.63)	.04
Females	4.83_a (1.60)	10.50_b (2.59)	4.50_a (1.52)	15.74^{**}
Simple Effects: F $df\,(1, 30)$	23.56^{**}	.00	23.56^{**}	

The final table will look like this. Some tables will need 1 final adjustment.

c. all the **number should line up on their decimal points**. You may have to add spaces to the front of some numbers to get them all to line up on the left most decimal. In this example we got lucky and they did it on their own.