

Feature	Style Guidelines
Excel file structure	Tables and figures should be presented on separate worksheets. Figures must include a link to the underlying data in tabular form, if not embedded on the same worksheet.
Title nomenclatures, numbering, and naming conventions	<p>Table and figure numbers should be written in <b>ALL CAPITAL LETTERS, BOLD FONT</b>. If only 1 table/figure exists, do not label with a number (e.g., <b>TABLE.</b>). Otherwise, number each table consecutively in the order mentioned in the text (e.g., <b>TABLE 1, TABLE 2</b>, etc.).</p> <p>Table and figure titles should be written with initial capital letters. If a date is indicated in the table title, use a short or en-dash (e.g. <b>TABLE 1. Absolute and Relative Morbidity Burdens Attributable to Various Illness and Injuries, Active Component, U.S. Armed Forces, 2016</b>).</p> <p>All text in tables and figures, including titles, should be Arial font, black, size 8 point.</p>
Data presentation	<p>All data values should be expressed to 1 decimal place (e.g., 5.1, 16.4). Do not bold, italic, or underline any data. All numerical data in columns should right-justified (set to right horizontal [indent], vertical center, indent=1).</p> <p>All non-numerical text in column cells should be left-justified.</p> <p>In general, counts are column graphs and rates are line graphs (particularly for trends over time). Pie charts and 3-D graphs should not be used.</p> <p>All data or text in tables and figures should be Arial font, black, size 8 point.</p>
Table formatting	<p>The standard column headers for frequencies are indicated as “No.,” “%,” or “Rate”. The percentage symbol and rate value expressions should not appear in data cell values (only at the top of the column). If space does not allow for the rate value expression in the column header, a footnote may be used.</p> <p>All nouns in column headers should be capitalized (e.g., Geographic Location). Row labels should only capitalize the first word (e.g., Race and ethnicity), unless a proper noun is included in the text.</p> <p>All column headers should be set to center alignment. (Again, text alignment for data within columns should be set to right horizontal (indent), vertical center, indent=1.)</p> <p>Use lower case superscripted letters (e.g., a, b, c) for footnote citations.</p> <p>All data or text in tables and figures should be Arial font, black, size 8 point.</p>
Figure formatting	<p>No border or gridlines should be used within the chart area.</p> <p>All x-axis labels are either aligned horizontally or vertically (no angled labels). If the axis label is easily implied, such as year, a label is not required.</p> <p>Graphs with primary and secondary y-axes should be clearly labeled to show which bars or lines correspond to each axis. Some other ways to distinguish between the axes when using 2, are solid versus dashed lines (try not to use neon, bright, or light colors as they are difficult to read).</p> <p>To adhere to <a href="#">Section 508 compliance</a>, colors cannot exclusively nor primarily be the distinguishing element in any figure. Instead, to aid both readers who are color-blind in addition to adaptive reading devices for those with more severe visual impairment, gradations or variations for differing lines, bars, or sections thereof are requested for all figures.</p> <p>Place legends within the figures. Add a gray border around the legend at 0.5 line weight, if applicable.</p> <p>X- and y-axis lines should be .5 in width and black in color. Tick marks on the x-axis should include major type (outside) while tick marks on the y-axis should include major type (cross) and minor type (inside).</p> <p>All data or text in figures should be Arial font, black, size 8 point.</p>
Footnotes and Abbreviations	<p>Abbreviations should comprise the uppermost row of the footnote section below a table or figure. Each abbreviation explication should appear in the order encountered by the reader when reviewing the table or figure. The initialism or acronym should be listed first, followed by the full spelling of the term or title referenced, separated by a comma. When more than 1 abbreviation is listed, use a semicolon to separate each distinct initialism (e.g., Abbreviations: PTSD, Post-Traumatic Stress Disorder; TBI, Traumatic Brain Injury.).</p> <p>Footnote references should follow the Abbreviations line(s), in alphabetical order.</p> <p>All footnotes should end with a period.</p> <p>All data or text in tables and figures should be Arial font, black, size 8 point.</p>
Data consistency and textual citation	<p>Ensure data values are consistent between the text and tables, use the same precision and units of measurement throughout.</p> <p>Every table or figure presented should be cited within the text.</p>