

Table and Figure Formatting

TABLE FORMAT AND STYLE

- Tables are used to show experimental data, acupoints, herbal medicine formula ingredients and *Tui-na* descriptions in a concise presentation.
- All tables should be typed in Times New Roman 10-point font, single spaced, contain as few rows and columns as necessary to report the data and be saved in the Microsoft Word article document. (Use the Insert Table function to do so.)
 - o Excel format is not acceptable.
- The title for all tables should be at the top of the table with a double space between the title and the actual table.
- The word “Table” and “number” should be bolded followed by a colon and the actual title should be un-bolded in sentence format (only the first letter capitalized) with no period at the end. Example:
 - o **Table 2:** Ingredients of the Chinese herbal medicine *Sheng Mai Yin* and their actions
- Number tables consecutively, as cited in the text.
- Insert references to the Tables in the text at the end of the sentence before the period.
 - o Example: The acupoints initially stimulated were BL-21, BL-20, BL-23 and KID-3 (Table 1).
 - o Do not say (See Table 1).
- Give each column a short or abbreviated centered heading.
- All cells containing numbers or short words should be centered and all others should be left aligned.
- Do not write complete sentences in the cells, only list items separated by a comma and do not put a period at the end of the list.
- Use the correct verb tense under actions.
 - o Example: Clears Heat not Clear Heat
- Explain abbreviations immediately under the table
 - o Example: EA =electro-acupuncture or Moxa = moxibustion
- The manufacturer should be shown for all herbal formulas as a superscript letter and the information on the manufacturer added to the Footnotes section of the paper.

- References for any information in the Table should be documented by the appropriate superscript number and added to the References section of the paper.

TABLE TEMPLATES AND EXAMPLES

- A standard Table format is used for all articles in AJTCVM.
- Review the sample templates below to create the standard AJTCVM table formats.
- The superscript number, after the title “Attributes, Indications and Actions”, indicates the reference supplying the information.

Table 1: Acupoints used to treat quadriparesis in a 5-year-old pregnant alpaca with the needle depth, indications and action for each acupoint.

Acupoint	Approximate Needle Depth (inches)	Attributes, Indications and Actions ¹
BL-18	0.50	Back- <i>shu</i> Association point for LIV to tonify Liver <i>Qi</i> , supports the sinews, strengthens the back, relieves back pain
BL-23	0.50	Back- <i>shu</i> Association point for KID, strengthens the hind quarters and back, relieves back pain
BL-62	0.50	Confluent point with <i>Yang-Qiao Mai</i> (<i>Yang Stepping Vessel</i>), ataxia, “wobbler” syndrome
BL-11	0.30	Influential point for bone, arthritis, cervical stiffness, thoracic limb stiffness

Table 2: Ingredients of the Chinese herbal medicine *Sheng Mai Yin* and their actions.

<i>Pin Yin</i> Name	English Name	Amount %	Actions ¹
<i>Ren Shen</i>	Ginseng	37.5%	Replenishes the <i>Yuan</i> (Source) <i>Qi</i> , tonifies Spleen and Lung, promotes Body Fluids, calms <i>Shen</i>
<i>Mai Men Dong</i>	Ophiopogon	37.5%	Nourishes <i>Yin</i> , clears false Heat, promotes Body Fluids, relieves thirst
<i>Wu Wei Zi</i>	Schisandra	35%	Restrains dissipation of Lung <i>Qi</i> , promotes Body Fluids, preserves <i>Jing</i> , restrains excess sweating

Table 3: *Tui-na* techniques used to treat a 13-year-old cat with renal failure.

<i>Tui-na</i> Technique	Actions
<i>Yi-zhi-chan</i> (single thumb)	Promotes <i>Qi</i> flow and regulates <i>Zang-Fu</i> organs
<i>Nie-fa</i> (pinching)	Invigorates <i>Qi</i> and Blood and regulates Spleen and Stomach

FIGURE LEGENDS

- All figure legends should be typed in Times New Roman 10-point font and placed as a numbered list at the end of the paper after the Tables section.
- The format should be written with the first letter of the word “figure” capitalized followed by the number, a colon and the legend in sentence structure (only first letter capitalized).
 - o Example: Figure 1: A 10-year-old male dachshund, with back pain, receiving acupuncture at *Hua-tuo-jia-ji*, from vertebrae T10-L2.
- Legends should be succinct and provide essential information only, but adequately explain findings in the figure.
- List all acupuncture points visible in photographs of animals receiving acupuncture.

FIGURE FORMATS

- Figures may be inserted at the end of the manuscript with the appropriate legend inserted below each one and placed in the order they are discussed in the text.
- Figures may also be sent as separate files but should be clearly labeled with the figure number.
- Simple figures such as line drawings, bar graphs and line graphs prepared in Excel should be saved as Excel files (.xls) or jpeg files, and titled with the corresponding figure number.
- When displaying the mean in bar graphs make sure to include a line indicating the standard deviation.
- Line drawings and graphs that were not prepared in Excel are also acceptable but should be submitted as jpeg files.
- Figures created with software programs that use proprietary graphic formats should not be used. Example:
 - o SigmaPlot, Statistix cannot be used.
 - o Most such software programs have the capability to save figures in a jpeg format instead.

- Minimum resolution for line drawings and charts is 1,000 dots per inch.
- All photographs except radiographs should be of high-quality clarity and color, saved in a jpeg format and be at least 1MB.
- The Editor-in Chief reserves the right to crop photographs or return photographs to the author for cropping or reformatting when needed.
- Permission for publication of photographs of client-owned animals must be obtained by the manuscript author and sent to AJTCVM with the manuscript.
 - o See also the “Statement of Informed Consent”
- Avoid photographs with client or caretaker’s faces visible.
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