

**Examples of Tables within the Narrative:** A table is typically a set of facts or figures systematically displayed as columns and rows. **Note:** if the table has been previously published or drawn from other material, you **MUST** determine whether copyright release must be obtained. (Consult with source publishers or contact a librarian for assistance.)

Use the same university approved font for your table captions and table texts, but no smaller than 9-points. Tables must be large enough to be easily read. Tables may be single or double spaced. All table titles and captions must be included in the List of Tables verbatim.

Ei pro commodo dolorem mediocritatem. Modo impedit  
harum tincidunt ius, an dico movet ius. Eum dicat dolorem et, quo nunc blandit

referrentur no. Concludaturque ut eos. Te

Tables are referred to by their number in the text, not by "the following table." Tables should be placed close to their reference, preferably on the same page. If the table will not fit, place it on the next page. Tables too long to fit on one page or too wide to fit on a vertical page (without shrinking beyond legibility) may be placed on the next page. See examples on the next pages.

Qui at oportere assentior scribentur

fabulas intellegebat no (See Table 1).

*{Skip a line to set the table apart from the narrative.}*

The **table title and caption** is placed **above** the table and styled as all other table captions. Tables must be numbered either: Sequentially 1, 2, 3... or Sequentially by chapter 1.1, 1.2, 2.1, 2.2.... The page number and the first sentence of the caption must match verbatim the text listed in the List of Tables.

**Table 1:** User Data for the Major and Sub-Collections for June 1, 2021-May 16, 2022

Academic Collections		DL	MD Hits	Stream	Total Works
CG Honors	Honors Colloquium	14	14	0	2
CG Honors	Honors Theses	99131	23802	0	858
CG Honors	Scholars Day	5433	688	0	48
CG Honors	Scholars Day Conference	6807	897	2	390
Christian Studies	Christian Studies Class Publications	504	159	0	2
Christian Studies	Philosophy, Religion, & Christian Studies Faculty Research and Publications*	0	0	0	0
Christian Studies	School of Christian Studies Theses and Scholars Day Presentations*	0	0	0	0
Education	Kinesiology Class Publications	23	30	0	2
Fine Arts: Arts	Art Exhibit Posters	3	4	0	2
Fine Arts: Music	Concert Performances, Programs, and Posters	724	347	0	704

\*These data were from the institutional repository annual report.

*{Again, skip a line.}*

Notes go directly below the table.

An vel affert vivendum, nec ei veri necessitatibus, oratio aliquam appellantur mea

id. Integer alterum sediscing eu duo, te porro everti per. His ne aequae altera aliquid, in  
Tables that cannot fit on the same page where mentioned in the text without shrinking beyond legibility, should be placed on the next page.

deleniti. Id prima saperet eam, et nam novum indoctum, has id tacimates efficiendi

complectitur. Has aliquip pertinax perpetua ne, mea duis consul id.

Audire quaeque disputando sea cu. Mei ne eruditi disputationi voluptatibus, no  
cum modo posse saperet. Hinc comprehensam id vel. Audire quaeque disputando sea cu.

If the table will not fit on the page where it is first mentioned, place it on the next page. If you push a table to the next page, be sure you fill in excess space on the previous page with text from after the table.

Mei ne eruditi disputationi voluptatibus, no cum modo posse saperet. Hinc comprehensam id vel. Officiis dissentiunt concludaturque ut eos. Te omnes vivendum per, illud dignissim vis eu.

**Table 2:** User Data for the Major and Sub-Collections for June 1, 2021-May 16, 2022

Academic Collections		DL	MD Hits	Stream	Total Works
CG Honors	Honors Colloquium	14	14	0	2
CG Honors	Honors Theses	99131	23802	0	858
CG Honors	Scholars Day	5433	688	0	48
CG Honors	Scholars Day Conference	6807	897	2	390
Christian Studies	Christian Studies Class Publications	504	159	0	2
Christian Studies	Philosophy, Religion, & Christian Studies Faculty Research and Publications*	0	0	0	0
Christian Studies	School of Christian Studies Theses and Scholars Day Presentations*	0	0	0	0
Education	Kinesiology Class Publications	23	30	0	2
Fine Arts: Arts	Art Exhibit Posters	3	4	0	2
Fine Arts: Music	Concert Performances, Programs, and Posters	724	347	0	704

Eum dicat dolorem et, quo habeo blandit referrentur no. (See Table 3.) Audire quaeque disputando sea cu. Mei ne eruditi disputationi voluptatibus, no cum modo posse saperet. Hinc comprehensam id vel. Officiis dissentiunt concludaturque ut eos. Te omnes vivendum per, illud dignissim vis eu.

If a table can fit onto a single page, it should be positioned so that it is not broken up. Breaking a table over two or more pages should only be done when there is no other option.

When a table runs onto additional pages, a continued title must appear at the top of each additional page, i.e. **Table 3 (Continued)....** Additionally, you must restate the column headings.

**Table 3:** Countries that have 100+ Downloads of OBU Content  
June 1, 2021-May 16, 2022

Country	Downloads
United States	117186
United Kingdom	9788
India	9158
Philippines	8034
Canada	5883
Pakistan	1618
Russian Federation	1514
France	1445

{A continued title should appear on each additional page.}

**Table 3 (Continued):** Countries that have 100+ Downloads of OBU Content

When a table runs onto additional pages, a continued title MUST appear at the top of each additional page, i.e. **Table 3 (Continued)**.... Additionally, you MUST restate the column headings.

June 1, 2021-May 16, 2022	
Country	Downloads
Malaysia	1355
Netherlands	1281
Singapore	1120
Italy	1065
Ireland	1037
Ghana	1032
Turkey	984
Norway	984
Brazil	969
Indonesia	946
New Zealand	875
Sweden	811
Spain	779
Japan	769
Poland	766
Hong Kong	690
Thailand	657
Korea, Republic Of	653
Romania	590
Mexico	537
Viet Nam	512
Israel	506
Taiwan	436
Ukraine	415
Ethiopia	407
Zimbabwe	405
Zambia	402
Belgium	383
United Arab Emirates	374
Egypt	358
Greece	348
Finland	340
Argentina	337
Uganda	332
Portugal	329
Switzerland	327
Tanzania, United Republic Of	323

Because this page is in landscape, margins are 1" on the right, left, and bottom; and 1.5" on the top. The page number is now centered at the left side at 0.5". Continue numbering as appropriate to the page placement.

Tables too big for portrait pages may be placed on landscape pages. Select the table, caption, and notes. Then choose the Layout tab. Open the Page setup dialog box and select Landscape and apply it only to the selected text.

**Table 4:** Full Text Downloads of 500+ from June 1, 2021 through May 15, 2022

Title	URL	First published	Total
How Poe's Life Leaked into His Works	<a href="http://scholarlycommons.obu.edu/english_class_publications/5">http://scholarlycommons.obu.edu/english_class_publications/5</a>	2015-06-22	5707
Does God Change His Mind? An Old Testament View	<a href="http://scholarlycommons.obu.edu/honors_theses/737">http://scholarlycommons.obu.edu/honors_theses/737</a>	2019-06-06	4861
Radio's Influence on Music from 1919 to 1926	<a href="http://scholarlycommons.obu.edu/honors_theses/119">http://scholarlycommons.obu.edu/honors_theses/119</a>	2015-03-17	4410
The Democratization of Finance through the Banking Revolution and Financial Technologies in Brazil	<a href="http://scholarlycommons.obu.edu/honors_theses/821">http://scholarlycommons.obu.edu/honors_theses/821</a>	2021-05-09	3208
Evolution of Fashion: Clothing of Upper Class American Women from 1865 to 1920	<a href="http://scholarlycommons.obu.edu/honors_theses/220">http://scholarlycommons.obu.edu/honors_theses/220</a>	2017-02-08	3102
Jewish Representation in Modern Film and Television	<a href="http://scholarlycommons.obu.edu/scholars_day_conference/2020/christian_studies/2">http://scholarlycommons.obu.edu/scholars_day_conference/2020/christian_studies/2</a>	2020-04-30	3083
It's Reigning Men: American Masculinity Portrayed Through Stanley Kowalski	<a href="http://scholarlycommons.obu.edu/english_class_publications/30">http://scholarlycommons.obu.edu/english_class_publications/30</a>	2016-08-11	2917
Walt Disney's War on the Perception of Propaganda	<a href="http://scholarlycommons.obu.edu/history/51">http://scholarlycommons.obu.edu/history/51</a>	2018-01-31	2800
An Analysis of Kelly McGonigal's TED Talk: How to Make Stress Your Friend	<a href="http://scholarlycommons.obu.edu/scholars_day/35">http://scholarlycommons.obu.edu/scholars_day/35</a>	2017-05-22	2599
A Study of the Sin and Death of Moses in Biblical Literature	<a href="http://scholarlycommons.obu.edu/grad_theses/31">http://scholarlycommons.obu.edu/grad_theses/31</a>	2015-03-10	2399
Teaching Aids in Mathematics	<a href="http://scholarlycommons.obu.edu/honors_theses/623">http://scholarlycommons.obu.edu/honors_theses/623</a>	2018-09-13	2270
Meeters in Secret: The History of Freemasonry and Its Influence on Conspiracy Culture in the United States	<a href="http://scholarlycommons.obu.edu/scholars_day_conference/2020/honors_theses/28">http://scholarlycommons.obu.edu/scholars_day_conference/2020/honors_theses/28</a>	2020-05-03	2120
European Immigration in Argentina from 1880 to 1914	<a href="http://scholarlycommons.obu.edu/honors_theses/22">http://scholarlycommons.obu.edu/honors_theses/22</a>	2014-10-10	1826
Dance: The Universal Language of Storytellers	<a href="http://scholarlycommons.obu.edu/honors_theses/751">http://scholarlycommons.obu.edu/honors_theses/751</a>	2020-05-12	1787
Attention Platform 9¾: The Hogwarts Express is Cancelled. Exploration in Cancel Culture, J.K. Rowling, and Beyond	<a href="http://scholarlycommons.obu.edu/honors_theses/795">http://scholarlycommons.obu.edu/honors_theses/795</a>	2021-04-22	1737
Cockney Dialect and Slang	<a href="http://scholarlycommons.obu.edu/honors_theses/191">http://scholarlycommons.obu.edu/honors_theses/191</a>	2015-06-22	1652
Applying Nehemiah's Leadership Characteristics in the Business World Today	<a href="http://scholarlycommons.obu.edu/honors_theses/653">http://scholarlycommons.obu.edu/honors_theses/653</a>	2019-03-14	1652
The Difference Between a Psychopath and a Sociopath	<a href="http://scholarlycommons.obu.edu/sociology_class_publications/5">http://scholarlycommons.obu.edu/sociology_class_publications/5</a>	2020-05-12	1562
Dreams and Visions as Divine Revelation	<a href="http://scholarlycommons.obu.edu/honors_theses/42">http://scholarlycommons.obu.edu/honors_theses/42</a>	2014-10-13	1547

*\*These data are from the institutional repository annual report.*

Before inserting a page number on the left side, first remove the page number in the footer. Insert a Textbox and add the page number. In the Layout Options menu, select In Front of Text and Fix Position on Page. Then, under See More, set Horizontal to Absolute Position (0.5"; Left Margin) and the Vertical to Alignment (Centered; Page). Under Format for the Textbox, change the Text Direction and choose no Shape Outline.