MedEdPORTAL Publications ESR Style Guide: Headings, Tables, & Figures

Heading Format
There are three levels of heading used in the ESR:

1. **Heading**
   Major headings start on a new line, flush left in bold type and title case. Start text on a new line immediately beneath the heading. This level is to be used for essential ESR sections (e.g., Educational Objectives, Introduction, Methods, etc.).

2. **First-Level Subheading**
   First-level subheadings start on a new line, flush left in plain type and title case. Start text on a new line immediately beneath the heading.

3. **Second-level subheading:** Second-level subheadings start on a new line, flush left in italics, sentence case, and end with a colon. Start text on the same line immediately after the heading.

Table Format
Tables are permitted in the ESR, provided the following guidelines, based on AMA style, are followed. Tables may be placed either within the text body or at the end, but in production will be moved to be as close to the in-text reference as possible.

Table Elements:
- Title
- Column headings
- Row headings
- Body (a.k.a. data field) consisting of individual cells (a.k.a. data points)
- Footnotes

Title
**Table #. Title of Table**
Provide a brief specific descriptive phrase (not full sentence) in title case. If there is only one table in the ESR, the number may be omitted (e.g., Table. Title of Table).

Column Headings
Each column should have a brief heading that identifies and applies to all items listed in that column. Column headings should be centered over their columns. EXCEPTION: The leftmost column heading may be centered or set flush left.

Row Headings
Row headings should be set flush left and are not bolded.

Body
The cells in the body of the table may contain numerals, text, symbols, or an assortment of these items. Any text in table cells should be in sentence case. Horizontal lines should be used to separate rows of data. Shading should not be used to separate rows.

Footnotes
Footnotes may be used to explain information in the entire table, portions of the table, or a specific cell entry. Footnotes should be placed in the same order as the items are read within the table. A footnote applying to the entire table should be placed at the top of the table after the table title. References cited in the table footnotes are formatted in the same way as references in the text body (i.e. with superscript Arabic numerals referring to the numbered reference list).
EXAMPLE TABLE:

<table>
<thead>
<tr>
<th>Question</th>
<th>Neutral (%)</th>
<th>Mostly Natural (%)</th>
<th>Very Natural (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>How natural did the SP appear in the role he/she portrayed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>34.8</td>
<td>65.2</td>
</tr>
<tr>
<td>Overall, how believable did you feel the SP was in his/her response to your questions?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>39.1</td>
<td>60.9</td>
</tr>
<tr>
<td>How believable were the verbal cues (e.g., tone of voice, etc.) used by the SP?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>30.4</td>
<td>69.6</td>
</tr>
<tr>
<td>How believable were the nonverbal cues (e.g., eye contact, body language, etc.) used by the SP?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.3</td>
<td>21.7</td>
<td>73.9</td>
</tr>
</tbody>
</table>

Abbreviation: SP, standardized patient.

Figure Format

Figures are permitted in the ESR, provided the following guidelines, based on AMA style, are followed. Figures must be clear and complete in themselves, they should not rely on text in the ESR body for explanation. For example, figures that contain graphs should have their axes labeled. Symbols, patterns, colors, shading, and abbreviations should be explained either in the figure caption or a legend inset in the illustration area.

Title/Caption

Place both the title and caption below the figure. Format the figure title/caption in ordinary text, sentence case. The title/caption may open with a brief figure name or description that is not a complete sentence. If there is only one figure in the ESR, the number may be omitted (e.g., Figure. Title of figure). References cited in figure captions are formatted the same way as references in the text body (i.e. with superscript Arabic numerals referring to the numbered reference list).

EXAMPLE FIGURE:

Figure 1. Percentage of residents who self-rated as Intermediate or Proficient on pretest (n = 73) and posttest (n = 46). For all comparisons, p ≤ .001. SD, Screen for Depression; MD, Manage Depression; SS, Screen for Suicidal Ideation; MS, Manage Suicidal Ideation.