

BOX 11.1 Reviewing data presented as tables or figures—checklist

- Have you chosen the best way in which to summarize your numerical data (e.g. averages, percentages, ratios)?
- Have you chosen the best format in which to present your numerical data (e.g. table or graph)?
- Are all the illustrations necessary for understanding your conclusions?
- Are there any illustrations that can be combined to produce a single composite figure?
- Does each table have a number, title, and explanatory footnotes (as necessary)?
- Does each figure have a number, title, and descriptive legend?
- Have you included standard deviations or standard errors where required?
- Are all figures and tables appropriately labelled (e.g. each column or axis) with the correct units of measurement where necessary?
- Have you explained any symbols, abbreviations, colour, and shading you may have used?
- Can each illustration be understood without reference to the main text of the article?
- If the figures are related, have you used symbols, shading, and line weights consistently?
- Have you saved the images in the correct format, resolution, colour mode, and size according to any instructions you have been supplied with?
- Will the figure and table information still be legible if it is reduced in size at publication?
- If you are reprinting a previously published figure or table, have you obtained permission from the copyright owner?