

**Westminster Theological Seminary
Format Guidelines and Submission Requirements
for Theses, Dissertations, and Projects**

Instructions and Sample: Tables

You may choose to present data in a table. See [Turabian](#) 2013, 84–99; 361–67 on when to use a table and how to construct one. The sample on the next page highlights the most basic elements.

When you refer to a table in the text, specify the table number (“Table 4.1 shows”) rather than the location (do not say “below”). Do not assume that the reader will understand the point of the table; instead guide the reader’s interpretation by highlighting key information and relating it explicitly to the claims you are making in your text.

Unless you have constructed the table based on your own data, you must acknowledge the source using a source line printed below the table. This is the case even if you have constructed the table yourself based on data from another source. See Turabian 2013, 360–61 for information on crediting sources.

A table copied from a published work almost always requires copyright permission. Please see [The Chicago Manual of Style](#) (2010, 128) for more details on how to credit material that requires permission.

If you have questions about this element of your thesis, please email ctw@wts.edu.

When you refer to a table in the text, specify the table number rather than the location.

A national survey was conducted in 1995 in which participants were asked about the age at which they were converted or experienced a significant deepening in their faith. Table 4.1 shows the results of the survey, and there appears to be only minor differences between the ages at which Protestants and Catholics experience conversion.

Every table should have a number and a title. Place this information flush left above the table.

Table 4.1 Ages of conversion experiences of Protestants and Roman Catholics.

Age range	Protestants	Catholics
Before 9 yrs	5.3 %	2.9 %
10-14 yrs	12 %	15.9 %
15-19 yrs	26 %	15.9 %
20-24 yrs	13 %	13 %
25-29 yrs	10.7 %	17.4 %
30-39yrs	18.3 %	15.9 %
After 40 yrs	14.6 %	18.8 %
Not sure	.01 %	0.2 %

In a table, you may use abbreviations and symbols more freely than you would in the body of the text.

Use Arabic numerals for all numbers in a table.

Source: Data from Daniel Conway, *Culture and Conversion* (New Orleans: Bayou Publishing, 1983), table 3.

Acknowledge the source of any data which you did not collect on your own in a source line. This information should be placed beneath the table, as opposed to following the table title.