

## Quality Checking Figures and Tables

### Callouts

- Check that all figures and tables are called out in the text.
- Avoid lump callouts (i.e., Figures 5 through 12 present the rest of the information.). If the situation is better served by a lump callout, check that the figures/tables are presented in the order in which they are discussed.
- Check that the content of the figure or table presents what the callout and legend claim.

#### *Bad example:*

Figure 1 depicts the five-car pile-up resulting from the failed traffic signal.



*Figure 1 Five-car pile-up on Route 10.*

### Tables

- Check that all (MS Word) tables are formatted the same. These are some CRP preferences:
  - Column heads: bold, initial cap
  - Borders/Rules: horizontal rules only; no double rules
  - Shading: none
  - Text: no italics

However, use judgment. If all tables are formatted the same, but not according to CRP preferences, let them stand.

- Check that all table columns have headings.
- Check that tables are single spaced.
- Check that asterisks and/or footnotes track. CRP preference is to use an asterisk (\*), dagger (†), and double dagger (‡) (in that order) if there are only three. If using footnotes, use letters (preferred) or numbers consistently throughout the document. If footnotes in the text use numbers, use letters for footnotes in tables and figures.
- Try to be consistent with text alignment within tables. Check whether column heads are flush left or centered. Check whether columns of numbers are centered or aligned on the decimal.
- Check that column heads are consistently initial cap or sentence cap.
- Check text for spelling and consistency with report text. Acronyms and abbreviations are acceptable.

Examples

❶

Do Local Driver License Offices Assist in Identifying:	States Responding Yes	
	No.	Percentage*
Driver refresher courses	21	62
Resources for driving assessment	11	32
Resources for training or remediation	19	56
Available alternative transportation	17	50

\*Percentage of 34 responding states

Source: NCHRP Synthesis 348: Improving the Safety of Older Road Users

❷

Do Local Driver License Offices Assist in Identifying:	States Responding Yes	
	No.	Percentage*
Driver refresher courses	21	62
Resources for driving assessment	11	32
Resources for training or remediation	19	56
Available alternative transportation	17	50

\*Percentage of 34 responding states

Source: NCHRP Synthesis 348: Improving the Safety of Older Road Users

❸

Do Local Driver License Offices Assist in Identifying:	States Responding Yes	
	No.	Percentage <sup>a</sup>
Driver refresher courses	21	62
Resources for driving assessment	11	32
Resources for training or remediation	19	56
Available alternative transportation	17	50

<sup>a</sup>Percentage of 34 responding states

Source: NCHRP Synthesis 348: Improving the Safety of Older Road Users

❹

Do Local Driver License Offices Assist in Identifying:	States Responding Yes	
	No.	Percentage*
Driver refresher courses	21	62
Resources for driving assessment	11	32
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\*Percentage of 34 responding states

Source: NCHRP Synthesis 348: Improving the Safety of Older Road Users

Although Example ❶ is preferred, Examples ❶ through ❸ are all acceptable. These table formats are not the only acceptable ones. However, they are not all acceptable within the same document. The ultimate goal is consistency and readability.

If possible, all tables within a document should be formatted the same. At a minimum, all tables that are in the same application (i.e., MS Word or Excel) should look the same.

Example ❹ has formatting problems. (1) Text should be single spaced. (2) Even if interior double rules are being used to divide columns, the outside rule should not be double. (3) Also note that flush left column heads with flush right column text is not the best option.

Again, although Example 5 below is the preferred format, Examples 5, 6, and 7 are acceptable. Remember that they are not all acceptable within the same document.

Note that the column heads for Example 5 are initial cap, while column heads for Examples 6, 7, and 8 are sentence cap.

Note that columns of numbers for Example 5 are aligned on the (implied) decimal, while they are centered in Examples 6, 7, and 8.

Example 8 is unacceptable. (1) It should not have the horizontal rule immediately above "State." (2) The numbers in the sixth column are in a font different from the rest of the table. (3) The cell for the right-most column head and cells in the third and fourth rows are misaligned.

5

State	FHE = Curb Impact			FHE = Other Fixed Object Impact		
	Did Not Overturn	Overtured	Percentage Overturns	Did Not Overturn	Overtured	Percentage Overturns
Michigan	1,487	83	5%	6,156	305	5%
Illinois	361	30	8%	1,969	36	2%
<b>Total</b>	<b>1,848</b>	<b>113</b>	<b>6%</b>	<b>8,125</b>	<b>341</b>	<b>4%</b>

6

State	FHE = curb impact			FHE = other fixed object impact		
	Did not overturn	Overtured	Percentage overturns	Did not overturn	Overtured	Percentage overturns
Michigan	1,487	83	5%	6,156	305	5%
Illinois	361	30	8%	1,969	36	2%
Total	1,848	113	6%	8,125	341	4%

7

State	FHE = curb impact			FHE = other fixed object impact		
	Did not overturn	Overtured	Percentage overturns	Did not overturn	Overtured	Percentage overturns
Michigan	1,487	83	5%	6,156	305	5%
Illinois	361	30	8%	1,969	36	2%
Total	1,848	113	6%	8,125	341	4%

8

State	FHE = curb impact			FHE = other fixed object impact		
	Did not overturn	Overtured	Percentage overturns	Did not overturn	Overtured	Percentage overturns
Michigan	1,487	83	5%	6,156	305	5%
Illinois	361	30	8%	1,969	36	2%
Total	1,848	113	6%	8,125	341	4%

## Figures

- Check text for spelling and consistency with report text. Acronyms and abbreviations are acceptable.
- Remove outside boxes from around graphics or indicate that the typesetter should do so.
- Delete redundant figure titles.
- Check that photos do not contain problematic images that undercut the message of the report. For example, highway workers engaging in unsafe behavior in a highway safety report.
- Mark up photos to have typesetter crop out extraneous background or problematic images.
- Try to get a better version if the graphic quality is poor.

## Examples

The outside box on Example 9 should be removed as should the bold figure title because it repeats the legend.

9

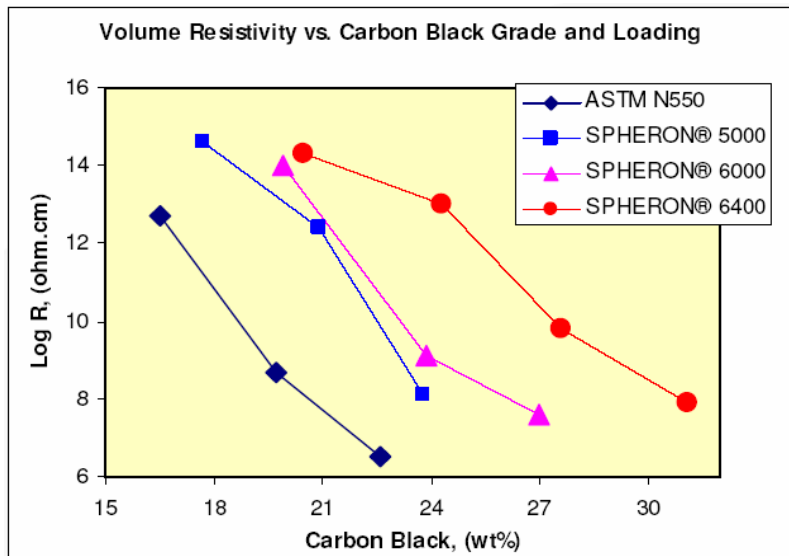


Figure 2 Volume Resistivity vs. Carbon Black Grade and Loading.

Example 10 shows an original photo with crop lines and the cropped photo as it will appear in the final product.

Example 11 shows a poor-quality graphic for which a better version should be requested.

10



Original photo

Cropped photo to remove date stamp and pedestrian. Note that, in addition to cropping the left and bottom, equal amounts have been removed from top and right to maintain the balance of the photo.

11

