

## MedEdPORTAL Educational Summary Report (ESR) Style Guide: Headings, Figures & Tables

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### ESR 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 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 ending with a colon. Start text on the *same* line immediately after the heading.

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### ESR Figure Format

Figures are permitted to be included in the ESR provided the following guidelines, based on AMA style, are followed. Figures must be submitted as separate files, but in production they will be placed as close to the ESR in-text reference as possible. The ESR must have an in-text reference to each figure in chronological order and a figure caption at the end of the ESR, after the reference list. **The ESR can have no more than a total of four figures and/or tables.**

All ESR figures should be:

- Submitted as TIFF, EPS, or Microsoft Office (DOC, PPT, XLS) files. High-resolution PDF files are also acceptable. **TIFF file format is preferred.** Figures should not be cut and pasted into Word, and only provided as DOC files if they were originally created in Word.
- Designated as ESR Figure files within the Editorial Manager submission form. The suggested file name is ESR Figure 1.tif.
- Clear, legible, and ready to publish. Full-color figures must be equally understandable if viewed or printed out in grayscale. Figures should not include borders, outlines, or boxes around figures. Any white or black space surrounding the image should be cropped out. The font should be no smaller than 9 points.
- Understandable apart from the ESR text. For example, figures that contain graphs should have their axes labeled. Symbols, patterns, colors, shading, and abbreviations should be explained in either the figure caption or a legend inset in the illustration area.

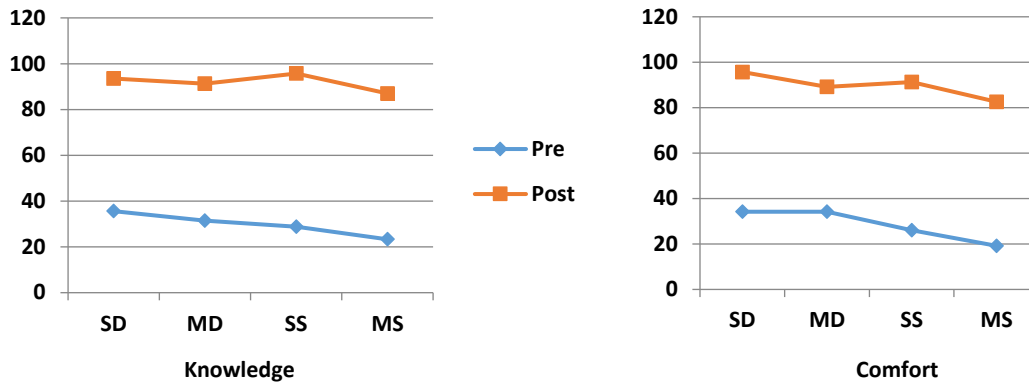
Diagrams, graphs, and other line art must be provided as live files that can be edited. If that is not possible, they must be saved at a resolution of at least 1200 dpi. If created in a Microsoft Office program, submit the native (DOC, PPT, XLS) file.

Photographs, radiographs, and other halftone images must be saved at a resolution of at least 300 dpi. If they include text, they must be saved at a resolution of at least 600 dpi.

### Caption

Place the caption below the figure or on the last page of the ESR, after the reference list. Format the figure caption in ordinary text, sentence case. The caption may open with a brief title or description that need not be a complete sentence. If error bars are used in the figure, they must be explained in the caption. If there is only one figure referenced in the ESR, the number should be omitted (e.g., **Figure.** Title of figure).

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,  $p \leq .001$ . SD, Screen for Depression; MD, Manage Depression; SS, Screen for Suicidal Ideation; MS, Manage Suicidal Ideation.

**ESR Table Format**

Tables are permitted to be included in the ESR provided the following guidelines, based on AMA style, are followed. Tables must be submitted as separate files, but in production they will be placed as close to the ESR in-text reference as possible. The ESR must have an in-text reference to each table in chronological order. **The ESR can have no more than a total of four figures and/or tables.**

Tables must be created in Word using the table function. Tables created in Excel or informally created in Word with tabbing or spacing will not be accepted. Tables should be designated as ESR Table files within the Editorial Manager submission form. The suggested file name is ESR Table 1.doc.

Table Elements:

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

Title

Provide a brief specific descriptive phrase (not full sentence) in title case. Table titles should make the table sufficiently understandable independent of the manuscript. Titles should be placed directly above the table, not in a data cell. If there is only one table in the ESR, the number should 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 and, if applicable, includes units of measure. Column headings should be in bold type and title case. Column headings should be centered over their columns, except for the leftmost column heading, which is usually set flush left.

Row Headings

Row headings should be set flush left in sentence case 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. 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, and should be placed below table (not in a data cell). Any abbreviations should be defined in the first footnote with no superscript, which is labeled "Abbreviation(s)." Other footnotes should start with a superscript lowercase letter (e.g., <sup>a</sup>, <sup>b</sup>, <sup>c</sup>) and ordered chronologically. The same superscript should be placed in the appropriate location(s) in the body of the table. A footnote applying to the entire table should be placed at the top of the table after the title.

### EXAMPLE TABLE:

**Table 1.** Rater SP Evaluations (*N* = 23)

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

Abbreviation: SP, standardized patient.