A black background with many small flowers

AI-generated content may be incorrect.

The KRI Style Guide To

An Integration of the Wall Street Journal (WSJ) and Khazanah Research Institute (KRI) Formats

Last modified: 16 December 2020

Note: This document serves only as **guideline** on producing charts and tables that adhere to a ‘KRI Style’, which features a certain general aesthetic with an intent of utmost **readability** and **clarity** of messaging. Examples shown illustrate how rules can be applied and, where necessary, how they may be relaxed. These examples are not exhaustive and there may be further exceptions. Ultimately, an additional level of visual judgement is needed on a case by case basis, beyond just following the instructions outlined in this document. Other aspects of the ‘KRI Style’, such as writing and formatting, are further explained in other guides and templates.

Feedback and suggestions to the Style Guide may be considered and can be forwarded to [Adam.Firouz@krinstitute.org](mailto:Adam.Firouz@krinstitute.org)

CHARTS & TABLES

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General

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# Gridlines

Include gridlines for most bar and line charts to aid readers in observing values within charts. Use the default light grey with 3/4pt weight for all gridlines to minimize distraction.

Examples:

1. Line charts

Figure 1.4: Labour force participation rate, by gender and age group, 2018

Source: DOS (2019)

1. Bar charts

Figure 1.6: Gender gap in mean hours worked, 2010 and 2018

Source: DOS (2011), DOS (2019)

1. Scatterplots with horizontal and vertical gridlines

Figure 7: Correlation of the Gini coefficient with independent variables across districts

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | **LID and Gini** |  | **Wage share and Gini** | |  |  |  | |

For complex charts with many elements, gridlines can be excluded to minimise distraction. Likewise, gridlines should likely be excluded if data labels are provided, as the inclusion of both may add too much clutter. However, before adding data labels, reconsider the necessity for readers of knowing the exact value of the datapoint, beyond just perceiving the overall trend in whatever chart you are illustrating.

1. Complex charts with many categories or elements in plot area

Figure 2.20: Average distribution of time in domestic work as a primary activity by gender (minutes and %)

1. Charts with data labels (gridlines can be added to be consistent with other chart types in respective reports if no clutter is introduced)

Figure 1.3: Caregiving population outside the labour force in Malaysia, by gender, 2010 – 2018

Source: DOS (Various years-a), DOS (Various years-b) and authors’ calculations

# Zero baseline

The horizontal zero baseline should be slightly thicker and darker than the rest of the gridlines.

A screenshot of a computer

AI-generated content may be incorrect.

## Example:

Figure 1.5: Annual housing turnover rates in Malaysia, 2002 – 2016 (%)

# Axis position

1. For line and area charts, ‘Axis position’ of the x axis should be ‘ON tick marks’

Figure 32: Number of offences under Act 118, 2010 – 2014

A screenshot of a computer

AI-generated content may be incorrect.

1. For vertical bar charts, choose ‘BETWEEN tick marks’ for the x axis

Figure 2.23: Ratio of average time spent on domestic work tasks as a primary activity by parents to non-parents, by gender

Note: Average is calculated based on the entire sample of mothers and fathers, and non-fathers and non-mothers, including those who did and not engage in the activity. Source: KRI (2019b)

# Tick marks

Major tick marks should also be set to “Outside” for ALL charts where the zero baseline is visible. The minor type should be set as “None”.

Figure 2: Median multiple affordability, 2002 – 2016

A screenshot of a computer

AI-generated content may be incorrect. Select x axis and click

‘Format Axis’

Exceptions:

NO tick marks for area charts, given that the zero baseline should not be visible.

# Units

Writing of uni

## Writing of units

Use short forms for expressing units. For example, m for millions, kg for kilogramme and % for percent.

Refer to our *Writing Style Guide* for more on how units should be written.

#### Units in data labels

Units are not necessary in data labels of charts.

Note: Before adding data labels in charts, reconsider the necessity for readers of knowing the exact value of the datapoint, beyond just perceiving the overall trend in whatever chart you are illustrating.

However, they are required for tables. See below.

#### Units in charts axes

##### For most chart types, the axis unit of numerical\* variables need only be attached to the first number, i.e. the topmost number for the y-axis, and the left most number on the x-axis.

\*The unit (or desription) for a categorical variable is not neceessary e.g.year, state, gender.

Examples:

Figure 4: Average share of expenditure on rice of total food and beverage (F&B) spending by selected states, per household, 2016 (%)

Figure 1.4: Sources of income for head of household, 2014 and 2016 (%)

This is a manual process. For this to be done, there are two methods:

1. If by default the units are not automatically displayed (in most cases):

* Insert a text box and write the appropriate unit
* Refer to and click on the top left example to see the layers

1. If by default the unit suffix is displayed (typically only when the number type is set as percentage):

* Cover the remaining units by drawing a white box
* Refer to and click on the top right example to examine the layers

A screenshot of a computer

AI-generated content may be incorrect.

Tips:

* Ensuring that the chart is selected when doing this ensures that the drawn box is not a separate layer to the chart.
* If necessary, to have a good amount of space for a cleaner look, insert as many decimal points in your axis (under format axis) by revising the number type under axis options.
* You may reduce the margins of the drawn text box under text options for it to be closer the edge of the chart for better alignment if needed.
* Examine other charts in this document to see how they are constructed.

Exceptions:

##### If the unit label is lengthy and descriptive or there is insufficient space, the unit can be placed directly above the axis if they’re not too long.

Examples:

Figure 1: Export, import and trade balance in rice (USD m), 2000–2016

Source: UN Comtrade (n.d.)

Figure 2: Production and consumption of rice (metric tonnes), 1993–2016

Source: CEIC Database (n.d.), OECD Stats (n.d.)

Note: These labels can be added by inserting a text box directly on the chart layer. Alternatively, it can be added by typing it under the chart title in the same text body.

##### Otherwise, the unit can also be placed adjacent to the axis.

Examples:

Figure 7: Correlation of the Gini coefficient with independent variables across districts

|  |
| --- |
| **LID and Gini** |
|  |

Wage share and Gini

|  |
| --- |
| **Primary activities** |
|  |

Figure 2.38: Specialist wage valuation of labour time, by output, income and gender (RM)

|  |
| --- |
| Primary and secondary activities |
|  |

Source: KRI (2019b)

\*In the above example, the thousand suffix (‘000) could also be written as a “k” directly next to the top axis value along with “RM” (i.e. RM40k). Do be consistent with other charts in your report.

|  |  |
| --- | --- |
|  |  |

##### Axis units are not necessary if space is a major constraint and where the only unit is a count\*, provided that they are clearly described in the title of the chart/table. Refer to the Titles of Charts and Tables section for more details.

Example:

Figure 3.4: Number of childcare centres in Malaysia, by type

\*If a chart shows a variable measured as a count together with another measure (e.g. percentage), do use direct labelling of units to avoid confusion. Refer to SOH2018 Figure 2.9 pg. 87 for an example.

#### Units in index charts

For index charts, the base year should be mentioned in the line below the tile, aligned with the main body

Figure 1: Malaysia House Price Index, 2000 – 2016

2000 = 100

#### Units in index charts

To reduce clutter, attach unit to only the first number of each data measure.

Examples:

Table C.1: Composition of the TUS sample

|  |  |  |
| --- | --- | --- |
| **Household income class/Gender** | **Male** | **Female** |
| Top 20% households (T20) | 10% | 10 |
| Middle 40% households (M40) | 20 | 20 |
| Bottom 40% households (B40) | 20 | 20 |
| **TOTAL** | **50** | **50** |

Exceptions:

Where each row is a different measure, repeat units to avoid confusing readers:

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable** | **Current** | **1-year impact** | **5-year impact** |
| Women’s LFPR (%) | 54.4% | 56.0%  (55.4%) | 62.5%  (59.4%) |
| Employment in CCC | ~12,900 | ~21,900  (~18,600) | ~57,500  (~41,200) |
| Real GDP (RM m) | RM1,229,799.0 | RM1,292,924.6  (RM1,287,108.0) | RM1,586,809.3  (RM1,554,380.0) |
| Real GDP growth (%) | - | 5.1%  (4.7%) | 5.2%  (4.8%) |

Table F.1: Simulation estimates for one-year and five-year impact of the care allowance programme

Note: Numbers in parenthesis represent the effect without the care allowance programme. Source: Authors’ calculations, based on several assumptions

Refer to ‘Alignment of numbers’ section for more on how units can affect the alignment of numbers that ought to be aligned by the decimal point.

# 

# Numbers

Numbers should have **thousand separators** (a comma after every thousand).

A screenshot of a computer

AI-generated content may be incorrect.Where appropriate, keep numbers to one decimal place or fewer. AVOID expressing large numbers in full for ease of reading. For example, RM36,938,000,000 should be written as RM39.6b.

Refer to our *Writing Style Guide* for more on expressing numbers and their units

Label and legends

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# Direct labelling for most line charts, stacked bar charts and area charts

Direct labelling is preferred for line charts, even when there are many lines and they intersect extensively (as opposed to WSJ style guide).

1. To allow the reader to easily cross-reference, use consistent colour for corresponding label and line. Use lighter colours with caution as they may be hard to read as text even though the same colour may appear legible as a shape.
2. Labels should be left-aligned at the right end of the lines. ONLY in specific cases of space constraints, they may be placed in the plot area but towards the right end so that they do not affect legibility.
3. The order of the labels should match the ranking of the end points of the lines since they are the most current data points.

Examples:

A graph showing the growth of the gdp

AI-generated content may be incorrect.

A graph of different colored lines

AI-generated content may be incorrect.

Direct labelling is also preferred for stacked bar charts and area charts.

Examples:

Figure 2.18: Budget share, by type of expenditure, 2014

Figure 20: Composition of population, by age group, 1970 – 2030

Notes:

* This step involves inserting text boxes over the chart.
* Ensuring that the chart is selected when doing this ensures that the drawn text box is not a separate layer to the chart.
* You may reduce the margins of the drawn text box under text options for it to be closer to the edge of the chart for better alignment if needed.
* Set the paragraph spacing to ‘single’ for labels that run across multiple lines to keep each label appear distinct if they are close to one another.

### Legends if space constraint or for charts with multiple y axes and bar charts

Use legends if there is space constraint. The order of the legend should also match the ranking of the end points (unfortunately in the example below they are not—they should be).

Example:

A graph of different types of vegetables

AI-generated content may be incorrect.

Legends are preferred for charts with multiple y axes\* and bar charts.

Figure 1: Gini coefficient and labour income share, 2005 – 2016

Figure 10: Debt per borrower, by income class, 2015

\*Use multi-axis charts with caution, especially if both left hand and right axis are to be plotted as the same chart type (e.g. both plotted as lines or bars). Given the different units of measurements, ensure that the axis and legends are clearly labelled to avoid misleading readers. You may also find that two variables can in fact be charted on the same axis (e.g. expressing ratios or coefficients as percentages to compare with another variable that is already in percentage).

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AI-generated content may be incorrect.Colour

# Font

Use Arial as the font for text in charts and tables. This includes data labels, legends, axis titles and axis values. By default, size 9 is to be used. Any smaller can be used ONLY when there is a space constraint.

Colours used should be of high contrast for readability.

1. The darkest black (RGB: 0, 0, 0) is to be used as the main colour against a light background. By default, a dark grey is used (automatic often too is the default but this is not always the darkest black) and as such should be changed to black.
2. White (RGB: 255, 255, 255) is to be used against a dark background.
3. Coloured text is only to be used for direct labelling of chart categories as described in the Labels and legends section.

Text in charts are generally not bolded. However, to emphasise certain categories in a chart, its label may be bolded.

Example:

Figure 1.10: Percentage of households by state below RM7,000, by income class, 2016

In tables, the heading row is always bolded while other cells are not. However, as with charts, the row that is to be highlighted should be in bold. This includes the total row or the ‘Malaysia’ row. Refer to the Tables section for more.

# Text direction

AVOID using vertical text for axes labels as far as it is possible. Use vertical text ONLY when there are too many labels for one axis. Diagonal text should NEVER be used.

Example:

### Horizontal text to ensure high legibility.

Figure 7: House price and housing loan annual growth, 2007 – 2016

### Vertical text ONLY when there is space constraint.

A graph showing the price of beef and mutton

AI-generated content may be incorrect.

\*Generally, avoid having too close of a major axis unit that result in labels per major unit interval. For example, if charting out data with a daily interval, avoid showing all dates or months in the axis, unless there is a value in doing so. In the above example, the axis displays an interval of three months to highlight the use of monthly prices.

Official KRI colours and suggested palate

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There are three official KRI colours as shown below. These colours, or a derivation of these colours where appropriate, SHOULD be used so that products are easily associated with the KRI brand. For consistency across products, this style guide recommends the following full palate of derived colours. This palate has been set in the created Word and PowerPoint\* templates for ease of use.

Figure .: Lorem Ipsum

A screenshot of a color chart

AI-generated content may be incorrect.

\*For Excel, this palate can be set via Page Layout > Colors > Customise Colors

# Choose 4 main colours to be used (in consistent order) across all charts.

For charts where more colours are needed, use different shades of the 4 main colours, following the same order as well (e.g. Blue, Orange, Gray and Yellow from top to bottom).

Examples:

A graph of a number of people

AI-generated content may be incorrect.

A graph of different colors

AI-generated content may be incorrect.

# Use bright or dark colours to emphasize the important line.

Examples:

1. When comparing Malaysia with other Malaysian states, countries, or categories, highlight Malaysia with the same bright colour for all charts.

A graph showing the growth of the company's average sales

AI-generated content may be incorrect.

A graph of a number of household size

AI-generated content may be incorrect.

1. Dark colour is used to highlight the focal point.

A graph with numbers and a green bar

AI-generated content may be incorrect.

# Avoid using different colours for different ethnic groups.

Use either one colour or graduating shades of one colour to represent all ethnic groups.

Examples:

A graph of a number of household size

AI-generated content may be incorrect.

A graph of a number of household income

AI-generated content may be incorrect.

# Same colour for the same variable across charts.

Examples:

1. Green for urban, gray for rural.

A graph showing the growth of a number of people

AI-generated content may be incorrect.

A graph of a number of people

AI-generated content may be incorrect.

1. Green for 2014, gray for 2012.

A graph of the general data of the country

AI-generated content may be incorrect.

Titles of Charts and Tables

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Naming conventions of titles

Titles of charts and tables are a vital component in ensuring the clarity of messaging while avoiding ambiguity. Thus, titles should adhere to the following convention or at the very least contain the following elements:

Figure 35: Ownership of vehicles, by state, 2012 and 2014 (percentage)

Numbering

Content

Category

Time frame

Unit

Notes:

1. The content, category and time frame of the title should be separated by commas (,).
2. Only the first letter of the content has to be uppercase (i.e. sentence case).
3. Unit should be in brackets.
4. Where the unit is already mentioned in the content, there is no need for repetition at the end of the title. For example:

Figure 76: Percentage of employed persons with tertiary education, by level of certification, 2015

### Use an en dash between two time periods with a space before and after, and not a hyphen\*. Refer to our Writing Style Guide for more on expressing numbers. For example:

Figure 1: Mean household income, by state, 1987 – 2016

\*This applies to time-series charts where datapoints are plotted on a continuous time axis. Otherwise, do not use an en dash between the first and last period, and instead write out the individual periods. For example:

Figure 6: Sources of income for head of households, by ethnicity, 2012 and 2014 (percentage)

Line Chart

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AI-generated content may be incorrect.

# Weight of lines

By default, the weight of lines should be set as 2.25 points. However, for smaller charts where space is a constraint, the weight of lines can be smaller.

Vertical Bar Chart

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AI-generated content may be incorrect.

# 

# Labels

Whenever necessary, labels should be positioned at the Inside End of the bars, except for stacked bars, they should be placed in the Center.

A screenshot of a computer

AI-generated content may be incorrect.Examples: (a) Simple bars (b) Stacked bars

Figure 2.26: Average time spent on travel by gender (minutes)

Figure 2.1: Number of respondents, by gender and income class

# Width of bars

A screenshot of a computer

AI-generated content may be incorrect.Generally, the width of the bars should be about nearly twice the width of the space between the bars (in Microsoft Office it’s called Gap width).

Gap width depends on the width of the chart, number of bars and other features in the chart. For chart with 4 bars and less, the gap width is normally set at 40%.

Otherwise, set a reasonable gap width at your own discretion, standardizing it across charts with similar features and size. The narrower the overall width of the chart, the larger the gap width the larger the gap width should be for the bars to be distinguishable from one another.

Examples of bar charts with varying gap widths:

Small gap width (50%)

Figure 2.1: Number of respondents, by gender and income class

Large gap width (8w0%)

Figure 10: Debt per borrower, by income class, 2015

Horizintal Bar Chart

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AI-generated content may be incorrect.

# X-axis

For short horizontal bar charts (those with 6 bars and below), x-axis can be removed. Data labels are sufficient.

Example:

A green rectangles with numbers

AI-generated content may be incorrect.

For long bar chart, an X-axis is required. Data labels can be included, as long as legibility is not compromised.

A graph with numbers and a green bar

AI-generated content may be incorrect.A graph with green and grey bars

AI-generated content may be incorrect.Examples:

# The right order

The bars should be ranked from the largest to the smallest or vice versa.

A graph with numbers and a green bar

AI-generated content may be incorrect.

\*\* The exception to the rule of ranking by value is when a specific order, such as alphabetical order, is necessary to facilitate easier reading. An example would be plotting a chart with 50 US states.

For adjacent charts and clustered bar charts, rank the bars by the more important/most recent variable.

Examples:

Adjacent charts: Both charts follow the Average Household Size ranking.

A graph of a number of household size

AI-generated content may be incorrect.

Clustered bar: Ranked by 2014 data.

1. A graph of a graph with numbers and a number of people

   AI-generated content may be incorrect.

# Colour

Use graduating shades of one colour on the same side of the colour wheel to keep a multiple-bar chart clean and crisp. The readers can then focus on the underlying data.

Examples:

A graph of green and white bars

AI-generated content may be incorrect.

A graph of a number of household income

AI-generated content may be incorrect.

# Larger segments on top

It’s intuitive to read a pie chart starting at 12 0’clock and go clockwise. Hence, the best way to order the segments in a pie chart is as follows:

Largest segment is placed at 12 o’clock on the right to emphasize its importance.

Smallest slice falls in the least significant position.

The only exception to the ordering is when all the slices are close in value. In this case, start at 12 0’clock on the right and go clockwise from largest to smallest.

# Not too many slices

A pie chart shouldn’t have more than five slices. If there are more than five, combine the smaller and less significant segments to create the fifth slice and label it “Other” or any appropriate label.

A pie chart with numbers and a triangle

AI-generated content may be incorrect.Example:

Table

A white arrow pointing to the left

AI-generated content may be incorrect.

# General

Title row generally should use a blue background and white bolded text.

The last row should be closed with a bottom border, with its thickness set at 1.5 pt.

Example:

Table 1.2: Example of household production and income distribution

|  |  |  |
| --- | --- | --- |
|  | Income (RM) | Food (RM) |
| Household A | 5,000 | 1,000 |
| Household B | 4,000 | Cooks at home |

Source: Example adapted from UNECE (2017)

Order entries logically

Entries can either be ranked by values, arranged in alphabetical or any logical order.

### Alternate shading

Alternate shading is generally preferred to gridlines for large tables (tables with more than six rows).

Examples:

1. Small table with fewer than six rows

Table C.1: Composition of the TUS sample, by income class and gender

|  |  |  |
| --- | --- | --- |
| **Household income class/Gender** | **Male** | **Female** |
| Top 20% households (T20) | 10% | 10 |
| Middle 40% households (M40) | 20 | 20 |
| Bottom 40% households (B40) | 20 | 20 |
| **TOTAL** | **50** | **50** |

1. Table with fewer than six rows where shading is useful

Table F.1: Simulation estimates for one-year and five-year impact of the care allowance programme

|  |  |  |  |
| --- | --- | --- | --- |
| **Variable** | **Current** | **1-year impact** | **5-year impact** |
| Women’s LFPR (%) | 54.4% | 56.0%  (55.4%) | 62.5%  (59.4%) |
| Employment in CCC | ~12,900 | ~21,900  (~18,600) | ~57,500  (~41,200) |
| Real GDP (RM m) | RM1,229,799.0 | RM1,292,924.6  (RM1,287,108.0) | RM1,586,809.3  (RM1,554,380.0) |
| Real GDP growth (%) | - | 5.1%  (4.7%) | 5.2%  (4.8%) |

1. Large table (with more than six rows)

Table 3.4: Percentage of working women by childcare arrangements for children below 6 years old, 2014

|  |  |
| --- | --- |
| **Childcare arrangements** | **Percentage** |
| Grandparents | 26.8% |
| Babysitter | 24.0 |
| Mother | 16.9 |
| Childcare centre | 14.4 |
| Relatives living elsewhere | 5.6 |
| Relatives living in the same household | 3.9 |
| Father | 3.7 |
| Older siblings | 2.3 |
| Domestic helper | 1.5 |
| Other arrangements | 0.9 |

For tables where rows contain sub-rows or multiple lines of text per cell, alternate shading can also be used. Example:

Table 1.1: Boundary of the care economy

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Market** | **Remuneration** | **Work Characteristics** | **Children** | **Elderly** | **PWD** | **Sick** | **Adults** |
| Formal | Paid | Direct | Registered care centres; Market provision of domestic services | | | | |
| Indirect |
| Informal | Paid | Direct | Unregistered family day care; Domestic workers in households | | | | |
| Indirect |
| Non-Market | Unpaid | Direct | Unpaid care and domestic services for household and family members | | | | |
| Indirect |

AVOID the use of heavily gridded tables that comprise of both horizontal and vertical gridlines as they generally do not fit the KRI Style. Tables with sub-headings can be illustrated as below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Before incorporating unpaid care work** | | | |
|  | Non-Time Poor | Time Poor | **TOTAL** |
| Non-Income Poor | 22 (17.6%) | 72 (57.6) | 94 (75.2) |
| Income Poor | 21 (16.8) | 10 (8.0) | 31 (24.8) |
| **TOTAL** | 43 (34.4) | 82 (65.6) | **125 (100.0)** |
| **After incorporating unpaid care work** | | | |
|  | Non-Time Poor | Time Poor | **TOTAL** |
| Adjusted Non-Income Poor | 15 (12.0) | 54 (43.2) | 69 (55.2) |
| Adjusted Income Poor | 28 (22.4) | 28 (22.4) | 56 (44.8) |
| **TOTAL** | 43 (34.4) | 82 (65.6) | **125 (100.0)** |

Table 2.11: Time and income poverty incidence/rate before and after adjusting for unpaid care work

Table 12: Housing sector performance under Malaysia Plans

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Malaysia Plan** | **Target (units)** | | **Achieved (units)** | |
|  | Public Sector | Private Sector | Total |
| 1st (1966 – 1970) | n.a. |  |  | n.a. |
| 2nd (1971 – 1975) | n.a. | 86,076 | 173,734 | 259,810 |
| 3rd (1976 – 1980) | n.a. | 121,510 | 362,680 | 484,190 |
| 4th (1981 – 1985) | 923,300 | 201,900 | 204,170 | 406,070 |
| 5th (1986 – 1990) | 701,500 | 97,126 | 203,802 | 300,928 |
| 6th (1991 – 1995) | 573,000 | 84,542 | 562,918 | 647,460 |
| 7th (1996 – 2000) | 800,000 | 121,624 | 737,856 | 859,480 |
| 8th (2001 – 2005) | 615,000 | 188,669 | 655,374 | 844,043 |
| 9th (2006 – 2010) | 709,400 | 110,800 | 448,200 | 559,000 |
| 10th (2011 – 2015) | n.a. | n.a. | n.a. | n.a. |
| 11th (2016 – 2020) | 653,000\* | n.a. | n.a. | n.a. |

Table 2.1: Average time spent on unpaid care work, by life stage and gender (hours)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Men | Women | B40 | | M40 | | T20 | |
|  |  | Men | Women | Men | Women | Men | Women |
| Primary care | 2.2 | 3.6 | 3.0 | 3.8 | 1.6 | 3.9 | 1.9 | 2.6 |
| Secondary care | 0.6 | 1.3 | 0.7 | 1.4 | 0.7 | 1.0 | 0.3 | 1.6 |
| **TOTAL** | 2.8 | 4.9 | 3.7 | 5.2 | 2.4 | 4.8 | 2.1 | 4.2 |
|  | Life Stage 1 | | Life Stage 2 | | Life Stage 3 | | Life Stage 4 | |
| Men | Women | Men | Women | Men | Women | Men | Women |
| Primary care | 1.4 | 1.9 | 3.1 | 5.2 | 3.0 | 5.0 | 2.6 | 2.7 |
| Secondary care | 0.1 | 0.2 | 1.4 | 2.6 | 1.1 | 1.3 | 0.3 | 1.4 |
| **TOTAL** | 1.5 | 2.1 | 4.5 | 7.8 | 4.1 | 6.3 | 3.0 | 4.1 |

# Highlight

Shading can be used to highlight the more important entry, eg Malaysia (when compared with other countries or states) and Total, as shown in examples above. When done, the text contents are also to be bolded.

If multiple rows of different importance are to be highlighted, multiple tones of the same colour may be used.

Example:

Table 1: Paddy production by district in Sarawak, 2017

|  |  |
| --- | --- |
| Division | Production |
| Samarahan\* | 50,671 |
| Sri Aman | 41,625 |
| Sibu | 35,655 |
| Betong | 29,594 |
| Miri | 20,300 |
| Sarikei | 19,185 |
| Mukah | 13,790 |
| Kapit | 12,470 |
| Kuching | 10,463 |
| Bintulu | 9,789 |
| Limbang | 7,069 |
| Total: Sarawak | 250,611 |
| Total: Malaysia\*\* | 1,765,700 |

# Alignment of numbers

Always align decimal numbers on the decimal point or separator (,). Examples:

Table .: Percentage of working women by childcare arrangements for children below 6 years old, 2014

|  |  |
| --- | --- |
| Childcare arrangements | Percentage |
| Grandparents | 26.8% |
| Babysitter | 24.0 |
| Mother | 16.9 |
| Childcare centre | 14.4 |
| Relatives living elsewhere | 5.6 |
| Relatives living in the same household | 3.9 |
| Father | 3.7 |
| Older siblings | 2.3 |
| Domestic helper | 1.5 |
| Other arrangements | 0.9 |

Notes:

1. y

A computer screen with a screen

AI-generated content may be incorrect.A computer screen with a black background

AI-generated content may be incorrect.

Exceptions are when a cell contains multiple values of different units. In this case, align in whichever option looks best and most legible.

Other notes

# Cell margins

Do adjust cell margins to consistently space table rows and columns. By default, the top and bottom are set at zero margins, while the left and right are set at 0.19cm.

Increase the margins, especially the top and bottom, to distance each cell entry for improved legibility. Decrease if space is needed to fit more content.

AVOID having zero left margins as this does not look good. The default 0.19cm is a good default for most tables.

Other guides and tips

A white arrow pointing to the left

AI-generated content may be incorrect.

# Side by side charts

To illustrate charts side-by-side, it is best to place them in a table comprised of multiple columns. Place each chart in its own cell, with its respective title also in its own cell. This method is also recommended for other objects, such as shapes, and images

Refer to the examples in this document to examine how side-by-side charts can be constructed.

1. Do reduce the cell margins of the table to ZERO so that you have more space to work with and that items are aligned with the main text, especially on the left. However, some cell margin on the right is likely needed to ensure some space between titles of both charts. Head to Table Tools>Layout>Cell Margins
2. You can choose to “Distribute Columns” to ensure that charts are of equal width if needed under Table Tools>Layout.
3. You may also disable the option to ‘automatically resize to fit cell contents’ to preserve the column widths as you add and resize your charts.

A screenshot of a computer

AI-generated content may be incorrect.

It is best NOT to lay charts in ‘With Text Wrapping’ (where it floats) as opposed to ‘In Line with Text’. Setting objects, such as shapes, images, tables and charts ‘in line with text’ ensures the layout that you set is preserved when other items are added (such as text) in preceding pages. Otherwise, your objects may run off its original alignment and layout.

### Avoid use of outlined shapes and shadows

Use of bordered shapes and shadows generally do not fit with KRI’s flatter use of colours and thus should be avoided in charts, diagrams and images.

They may be used minimally to display items such as book covers. A common use case is the display of KRI report covers that is predominantly white, which blends in white pages and presentation slides—outlining them with lines or shadows are thus appropriate.

Similarly, the use of heavily gridded tables that comprise of both horizontal and vertical gridlines should be avoided. Refer to the Tables section for more.