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Natural Medicines

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Recommended Citation

Bought natural standards

CCA Review Template

The average review will be 1,500-3,000 words in length.

Title of Product or Resource: Natural Medicines

Free Text Keywords: Separate words or phrases with a vertical bar |

Primary Category (put an X in one box only):

	Art & Architecture
	Business & Economics
	Ethnic, Gender, and LGBTQ Studies
	General Reference
	Government Information
	History & Area Studies
	Humanities
	Language and Literature
	Library and Information Science (LIS)
X	Medicine, Nursing & Health
	Multidisciplinary (or interdisciplinary)
	Music, Theater, Film Studies
	Philosophy & Religion
	Political Science & Law
	Science, Technology, Computers, Engineering (including Environment)
	Sociology, Education, Anthropology, Psychology
	Other

Secondary Categories (put an X in as many boxes as apply):

	Art & Architecture
	Business & Economics
	Ethnic, Gender, and LGBTQ Studies
	General Reference
	Government Information
	History & Area Studies
	Humanities
	Language and Literature
	Library and Information Science (LIS)
	Medicine, Nursing & Health
	Multidisciplinary (or interdisciplinary)
	Music, Theater, Film Studies
	Philosophy & Religion
	Political Science & Law
	Science, Technology, Computers, Engineering (including Environment)
	Sociology, Education, Anthropology, Psychology
	Other

Type of product being reviewed (put an X in as many boxes as apply):

	Abstracting & Indexing
	Aggregator database
	App for mobile devices
	Bibliographic tool
	Biography
	Blog or social media
	Data sets
	Discovery tool
	Image database
	Ebook collection
	Ejournal collection
	Encyclopedia/Handbook
	Library tool
	Newspaper or news source
	Primary source digital content
	Publisher or Organization content /repository
	Reports
	Software
	Statistical database
	Streaming video
	Website
	Other

Target Audience (Put an X in as many boxes as apply):

	Secondary
	General public
	Undergraduate (including community colleges)
	Graduate/Faculty/Researcher

Access (put an X in one box only)::

	Open Access (OA)
	Hybrid (some OA)
	One-time purchase
X	Subscription

Abstract

Please provide a short summary of the highpoints and conclusions from your review. Remember that a well written abstract, rich in terminology and names, will improve retrieval.

Natural Medicines is a robust and authoritative resource for information related to complementary and alternative medicines, natural therapies, natural ingredients, and natural products. The content is evidence-based with the aim of being as objective and unbiased as possible, and monographs in the database include references for the information provided (Natural Medicines). It is a fee-based subscription product but pricing is generally fair and it can be bundled with other resources of interest. There are some inconveniences, such as not working with discovery services or allowing Boolean or quotation searching, but overall the database is easy to use, reliable, and informative.

Pricing Options

Your description of product pricing should go here. Be as specific as possible and mention discount opportunities (e.g. consortial discounts) when possible. Please indicate if a product is open access or open source.

Individuals can subscribe to Natural Medicines with a personal subscription at $177 a year, as of 5/13/2019. Businesses and institutions can subscribe with an enterprise subscription with price ranges depending on FTE, other subscriptions, and negotiations. Natural Medicines can be bundled with other Therapeutic Research Center products for volume pricing, including a bundle plan with Pharmacist's Letter and various CE materials. Other TRC products that Natural Medicines can be bundle with include Prescriber's Letter, Nurse's Letter, Pharmacy Technician's Letter, and Pharmacy Technician's University. More information on subscriptions and link to get a quote can be found online at http://info.therapeuticresearch.com/natural-medicines-subscribe.

Product Overview/Description

Your general product description goes here. A narrative description of the product and what content is provided. Included here will be information on the intended audience and scope of the product. If there are any special installation requirements, plug-ins or special software needed for the product they should be covered in this section.

See the special section at the end of this template for instructions about screenshots and tables.

Natural Medicines Comprehensive Database is marketed as the largest natural medicines database in the world and, especially with its 2013 acquisition of the Natural Standard research collaboration, this is likely a true statement (Crews and Ulbricht 2013). Owned by the Therapeutic Research Center (TRC), Natural Medicines is an online, evidence-based, comprehensive database. It provides evidence-based information on dietary supplements, natural medicines, and complementary, alternative, and integrative therapies. The database is updated daily and, as of 4/30/2019, contains almost 3,000 monographs (1,400 on natural medicines, over 1,200 on natural ingredients, and more than 200 covering complementary and alternative treatments), and information on over 170,000 commercially available natural products (Therapeutic Research Center). With an emphasis on evidence-based practices, the database it is stated to be "impartial; not supported by any interest group, professional organization or product manufacturer" (Natural Medicines).

The resource is made up of seven parts internally referred to as databases. These are: Food, Herbs & Supplements; Health & Wellness; Sports Medicine; Comparative Effectiveness; Manufacturers; Commercial Products; and Fixed Herbal Combinations. There are also seven tools (Interaction Checker, Nutrient Depletion,

Effectiveness Checker, Adverse Effects Checker, Pregnancy & Lactation Checker, Charts, and Natural MedWatch), a CE/CME Center, a Colleagues Interact forum, and a News section. Both the CE/CME Center and the Colleagues Interact forum require enterprise subscription users to create a separate, free, individual account.

Commercial products in Natural Medicines are rated with an internal rating system in an attempt to provide objective, scientific, and consistent product ratings. Experts start by reviewing studies, including clinical trials, for individual ingredients (vitamins, herbs, minerals, plants, etc.) in order to assign a safety rating and an effectiveness rating for all ingredients in the database. Then, the safety and effectiveness ratings of all ingredients in a product are evaluated and combined in order to provide each product a Natural Medicines Brand Evidence-based Rating (NMBER). NMBER is a 1 - 10 scale with 10 being the highest rating a product can receive. More information about the NMBER system can be found at https://naturalmedicines.therapeuticresearch.com/nmber.aspx.

Natural Medicines is a database that would be useful to physicians, nurses, pharmacists, and other clinicians when assisting patients, as well as for their personal research needs. Lay individuals who use complementary and alternative therapies may also be interested in the database.

User Interface/Navigation/Searching

Provide a detailed examination of the user interface, navigation and searching within the product. Screenshots are welcome. Address issues of accessibility (ADA compliance) in this area of the review (including VPAT or roadmap for accessibility if the product does not meet recommended guidelines).

INTERFACE:

The landing page for Natural Medicines has a simple search box, a link to an advanced search, a navigation bar for tools on the left, and a full navigation bar at the top (See figure 1). At the top of most of the pages within Natural Medicines is breadcrumb navigation with a back button, a print option, a feedback link, and sometimes an email link.

<Insert Figure 1 here>
Image description: Screenshot of Natural Medicines' landing page.

There are detailed web pages for each ingredient (plant, compound, etc.) and procedure (i.e. acupressure, yoga, etc.) in the database. These detailed pages are referred to as Professional Monographs and are divided into sections including Scientific Name, Background, Uses, Safety, Effectiveness, Dosing and Administration, Adverse Effects, Toxicology, Interactions (with Drugs, Herbs and Supplements, Foods, Lab Tests, and Diseases), Mechanism of Action, Pharmacokinetics, and Classifications. These sections can be reached by scrolling the monograph page, or via links on the left of the page. At the top of monograph pages are additional links for patient handouts in English, Spanish, and French. A link to the references used to create the page is available in both the side and top navigation bars. Monographs for ingredients have additional links to all the products containing that ingredient and, when available, the USP verified products, and Canadian licensed products.

Product Information pages have their NMBER at the top of the page, if available. Directly under the NMBER is a link to the Natural MedWATCH reporting form if users want to report an adverse reaction. Below this information are the details on the product broken down into different sections. These sections are: Product Information (ingredient list); Effectiveness ratings for all active ingredients and all the conditions they have been tested for; Safety of the active ingredients in general as well as specifically for children, pregnancy, and lactation; Interactions with Drugs for all active ingredients; and Adverse Effects of all active ingredients.

SEARCHING:

A simple search can be done directly from the landing page in the search box in the middle of the page. All other pages in the database also have a simple search box at the top of the page, directly below the login links.

On the landing page, there is an advanced search link just to the right of the simple search box. On all other pages, it is directly under the small simple search box at the top of the page. Once on the advanced search page, users can chose to search in five of the databases (Food, Herbs & Supplements; Health & Wellness; Sports Medicine; and Commercial Products), Medical Conditions, and the CE/CME Courses. These seven sections can be searched individually or in any combination. Below the search box, there are boxes for each selected section that contain numerous facets the user can check, or un-check, to be searched (See figure 2).

<Insert Figure 2 here>
Image description: Screenshot of Natural Medicines' Advanced Search page.

SEARCH RESULTS:

At the top of the results page, of either a simple or an advanced search, are links to each of the individual sections of the monograph most relevant to the search. Below these links will be links to the monograph for any ingredients that fit the search. After the relevant monographs, there are links to specific commercial products that contain ingredients fitting the search term(s) (See figure 3). An advanced search that does not search the Commercial Products database will not provide links to the associated products or manufacturers. As is to be expected, the more focused the search, the fewer results. For example, an advanced search for 'naturopathic' in the Health & Wellness database with only Theory/Mechanism of Action selected will result in only the monographs for Fasting and Naturopathy. If the entire Health & Wellness database is searched, the results also include the monographs for Blood Type Diet, Juice Fasting, and Apitherapy.

<Insert Figure 3 here>
Image description: The search results when searching for 'nettle.'

INDIVIDUAL DATABASES:

It is possible to browse the seven databases individually via the Databases tab in the top navigation bar. Within the individual databases, content is listed alphabetical and an alphabetical navigation bar is at the top of every page. Navigating by first letter of the desired subject is the only option when searching this way. If alphabetical browsing is not sufficient, doing an advanced search is often a more efficient way of searching the individual databases, when possible. Unfortunately, a few of the databases cannot be searched in the

advanced search and thus the only way to focuses on them is to browse them individually. These databases are Comparative Effectiveness, Manufacturers, and Fixed Herbal Combinations.

Comparative Effectiveness has a list of diseases or conditions broken down alphabetically by their first letter. Clicking on a disease or condition results in an efficacy chart with natural therapies divided into effectiveness ratings of Effective, Likely Effective, Possibly Effective, Possibly Ineffective, Likely Ineffective, Ineffective, and Insufficient Reliable Evidence to Rate. The therapies are all hyperlinked to their respective monographs, which have links to references. The effectiveness ratings are also hyperlinked to a page describing what the rating means.

Manufacturers provides an alphabetical list of natural product companies. Some letters, such as 'A', have multiple pages that need to be browsed, while others are all on one page. The list of companies are hyperlinked to a page where their commercial products are listed and each hyperlinked to their respective product information page.

Fixed Herbal Combinations is a single page of 212 (as of 4/30/2019) commercial products listed alphabetically. Each product is hyperlinked to its Product Information page.

The other four databases (Food, Herbs & Supplements; Health & Wellness; Sports Medicine; and Commercial Products) are also organized by alphabetical lists. Users can browse these lists or use the advanced search function if the alphabetical list is too long to quickly navigate. These databases take the user to the appropriate monograph.

TOOLS:

Five of the seven tools available in Natural Medicines can be accessed directly from the left navigation of the landing page. These are: Interaction Checker, Nutrient Depletion, Effectiveness Checker, Adverse Effects Checker, and Pregnancy & Lactation Checker. All seven of the tools can be accessed by the top navigation bar found on every page.

Interaction Checker allows users to browse or search Food, Herbs & Supplements; Commercial Products; Health & Wellness; and/or Drugs. Topics can be browsed alphabetically or searched using the search box on the page. Items fitting the search or browse criteria will appear in the Search Matches box. Users select the items of interest and add them to the Selected Agents box. As items are added to the Selected Agents box, potential interactions will appear in the Results Summary box. Interactions can be expanded by clicking View Details and results can be printed via the blue print button next to the alphabetical list. (The print link at the top of every page will do a print screen, while the blue print button will print the interaction details.) In order to print all of the details, it is necessary to make sure that each View Details option is selected. The interaction checker does not currently do drug-drug or supplement-supplement interactions.

Nutrient Depletion has an alphabetical list of prescription and over the counter medications, as well as a search box for the medications. The medications are alphabetical by both brand and common names. For example, selecting 'S' will have Airomir at the top of the list since the common name is salbutamol sulfate. As medications are added to the Selected Agents box from the Search Matches box, any nutrient depletion issues will appear in the Results Summary box in order of clinical significance.

Similar to Interaction Checker, results can be printed via the blue print button and expanding details is done by clicking View Details.

Effectiveness Checker has a simple search box where diseases or conditions can be searched. Therapies are listed in order of likely effectiveness and hyperlinked back to their respective monographs. The search is fairly flexible and broad. For example both parkinson and parkinson's will provide the same results, while searching the general keyword "cancer" results in a list of 400 therapies ranked by order of effectiveness, but also mentions what specific cancer they are referred to.

Adverse Effects Checker allows users to select adverse effects either from an alphabetical list or category of effect (such as aging, cancer, men's health, etc.). Selecting an effect from the box on the left will result in a list of agents that may result in that effect to appear in the box on the right. Each agent is hyperlinked to its respective monograph.

Pregnancy & Lactation Checker is browsable via an alphabetical list of herbs, supplements, vitamins, minerals, or complementary practices. Any interactions with selected therapies will appear in the box to the right and references are hyperlinked. The information that appears here is the same information that is available by going directly to the therapy's monograph.

Charts & Tables does not actually provide charts or tables; it provides categories for the different therapies. For example, the Amino Acids link under 'A' results in a list of amino acids, and the Diuretics link under 'D' provides four pages of therapies that act as diuretics, listed alphabetically.

Natural MedWATCH is a form that allows users to report adverse reactions to therapies. This same form is linked to from Product Information pages.

CE/CME CENTER:

In order to access the CE/CME Center users need to make a free individual account. This center is the result of a cooperative collaboration between Natural Medicines and the National Association of Boards of Pharmacy (NABP). While most of the courses provide accredited CE/CME credits for physicians, pharmacists, NPs, PAs, and RDs, pharmacists can take full advantage of the Center by entering their NABP e-Profile ID, allowing Natural Medicines to automatically report CE credits to NABP's CPE Monitor. Note that the author of this review is not a licensed pharmacist and thus was unable to fully explore this feature.

The Center has a Clinical Management Series that focuses on evidence-based CE courses covering clinical management of disease states and medical conditions using natural medicines. The Center also ties into the Pharmacist's Letter or Pharmacy Technician's Letter PL CE & Training Organizer so that users who also subscribe to those resources will see their all their credits in one location. The courses are also available to take for personal edification without earning actual credits. As of 4/30/2019, the courses available in the Clinical Management Series are: ADHD, Aging Skin, Allergic Rhinitis, Alternative Systems of Medicine, Alzheimer's Disease, Anxiety, Asthma, BPH, Breast Cancer, Chronic Fatigue Syndrome, Colds and Flu, Colon Cancer, Depression, Diabetes, Drug-Supplement Interactions, Eye Disorders, Fibromyalgia, Headache, Heart Failure, HIV/AIDS, Hyperlipidemia, Hypertension, Improving Athletic Performance, Insomnia, Irritable Bowel Syndrome, Menopausal Symptoms, Nutrient Depletion, Obesity, Osteoarthritis, Osteoporosis, Pain Management, Pediatric Developmental Disorders, Perioperative Medicines, Pregnancy & Lactation,

Premenstrual Syndrome, Probiotics, Probiotics for Technicians, Protein Supplements, Treating Nutrient Deficiencies, and Urinary Tract Infections. All of the courses provide detailed information on the topic, links to appropriate references, links back to Natural Medicines Professional Monographs for more information, and an associated quiz. There are also two reports, Drug-Induced Nutrient Depletion and Selecting Supplements, that do not include quizzes.

There are additional courses outside of the Clinical Management Series that are available with additional subscriptions. Some courses require a subscription to Prescriber's Letter while others require a Pharmacist's Letter subscription. If users do not have these subscriptions, they are able to get individual subscriptions, currently with a 10% discount via their Natural Medicines access.

The CE/CME Center also has a page where users can view their own CE course history and print credit statements.

COLLEAGUES INTERACT:

The Colleagues Interact part of Natural Medicines is a community forum. Users can browse the messages by date, search using a simple search box, or post a message of their own. There is limited activity in the forum. As of 4/30/2019 there were four posts each for both 2019 and 2018. Some posts have a response or two, but many do not have responses.

NEWS:

The News section of Natural Medicines publishes six or seven stories a month on various Complementary and Alternative Medicines topics. They are written by Natural Medicines staff for general information purposes only. While they do not provide direct references, they do link back to relevant monographs in Natural Medicines, which do have references. Users are also able to subscribe to a free e-newsletter that comes out once a month and covers "news and events on herbs, supplements, exercise, nutrition, complementary and alternative medicine modalities, practices, and policy" (Natural Medicines).

Critical Evaluation

A critical evaluation of the strengths, weaknesses, quality, and reliability of the product. Be sure to critically examine both the content of the product as well as the user interface, search engine and other features

The content of Natural Medicines is of high quality and the information is easy to navigate. There is a vast amount of information in the database and the editors do a decent job of sharing information on how things are edited, organized, and evaluated. Information about their editorial principles and processes can be found online at https://naturalmedicines.therapeuticresearch.com/about-us/editorial-principles-and-process.aspx. While navigation is fairly straightforward, searching is a little less so, although still good. There are some small issues that may cause confusion or minor frustration.

In regards to searching, the simple search works well and the different pages within Natural Medicines are inter-linked, making it easy to navigate to the needed information. However, the advanced search is needed to help narrow down results as there are no limits or sorting options on the results screen. Using the advanced search is also straightforward and provides users with more control over their search. One minor issue in

regards to usability of the advanced search is that there is no 'check all' or 'uncheck all' option for the six main search areas (Food, Herbs & Supplements; Health & Wellness; Sports Medicine; Commercial Products; Medical Conditions; and CE / CME). This is not a major issue, but it requires users to click five boxes if they only want to search one area. The subsections for each area do have 'check all' or 'uncheck all' options available. A more important search feature that is lacking is the ability to use Boolean or quotes. Both would likely be helpful when wanting to do a quick simple search, especially for manufacturers or products.

There are a few discrepancies, or overlapping information. For example, there are two entries for Winalean by ATS Labs and they each have different information (See Figure 4). This is likely due to the product being changed but having the same name. Another example is with the manufacturer Olly. If searching for the company in the Manufacture database, it is found under 'Olly Nutrition.' However, searching for Olly Nutrition in the Commercial Products database will not find any results since it is indexed simply as 'Olly.' A broken link was also found on the MedWATCH form - the 'learn more about Natural MedWatch' link takes the user to the Natural Medicines landing page rather than to any additional information about MedWATCH. Finally, it is a bit confusing to have a section titled 'Charts & Tables' that does not actually have either charts or tables.

<Insert Figure 4 here>
Image description: Two entries for Winalean with differing information

Looking at the user interface, overall it seems user friendly but there are three issues that some users may find frustrating. The first issue is the alphabetical browse navigation of the individual databases mentioned earlier. Most of the time it is not an issue and content is easy to find by browsing the one or two pages associated with the relevant letter. However, this is not the case in the Commercial Products, where, for example, the 'A's have 101 pages and there is no way to quickly jump to, say, the 'At's to get to ATL besides guessing what page they may be on. Secondly, many of the tools have the option to view details when interactions or issues are found but users must click on each View Details option individually. Additionally, doing so causes the page to jump to the top of the page requiring the user to repeatedly scroll and click before being able to print or save a detailed report. The final user interface point is that, depending on the size of the screen, the top ⅓ - ½ of the page does not scroll. This is to ensure the quick links to landing page, searches, databases, etc. are always viewable, but it limits what users can see on the screen at one time - especially when on smaller screens including laptops.

Overall, Natural Medicines is a reliable, useful, and quality product. The issues discussed here are all minor and do not distract from the quality of the information provided.

Competitive Products

Briefly describe other products or services that compete with the product you are reviewing. This will help readers understand the context of this review and what other alternatives that could be examined.

There are numerous web resources covering Complementary and Alternative Medicines with varying degrees of accuracy. However, there are not any resources as robust and evidence-based as Natural Medicines. There are a few free resources that should be mentioned here, but they do not provide as much information as Natural Medicines. CAM on PubMed (https://nccih.nih.gov/research/camonpubmed) was started in 2001 and allows users to use a trusted resource, PubMed, to find reliable CAM research. CAM on PubMed is basically a filter applied to a PubMed search that focuses results on CAM research (Vastag 2001). Another resource is the National Center for Complementary and Integrative Health (NCCIH) from the National Institute of Health (https://nccih.nih.gov/). The NCCIH provides a great deal of reliable information including an A-Z list

containing research based information on CAM therapies. Finally, the National Library of Medicine's MedlinePlus also has an Herbs and Supplements section that provides information on effectiveness, dosages, and drug interactions of different substances (https://medlineplus.gov/druginfo/herb_All.html). In addition to these free resources, there are subscription databases that show drug interactions, including LexiComp's Natural Products Database and Micromedex. However, these databases do not have as much information as Natural Medicines and do not cover topics such as nutrition depletion or interactions of natural ingredients.

Purchase & Contract Provisions

Describe some of the major contract provisions or peculiarities that may be of interest to subscribers. For example, what are provisions for archiving or ongoing availability if the company goes out of business, what are the rights for interlibrary loan or redistribution of information, are there limitations on institutional users, MARC record availability (if appropriate), COUNTER compliant use statistics, etc. Do not skip this section as it is very important to readers. You may need to get a sample copy of the contract from the vendor if you cannot find the provisions online.

The standard Natural Medicines enterprise subscription contract allows for both course reserves and interlibrary loan, as long as within the limits laid out by Section 108 of the U.S. Copyright Act (provisions for institutions outside of the U.S. are not known). When subscribing with an enterprise subscription access is available to all users within identified IP addresses, and the resource can be accessed outside of the IP addresses via proxying. Any TRC fees associated with the subscription do not include taxes, levies, or duties.

There are no MARC records for the monographs, nor is the database indexed with discovery services such as Primo Central or Summon Discovery. In order to access the information users need to go directly to the database. There is also no perpetual access; once a subscription ceases users are no longer able to access past or current information in the database. Finally, Natural Medicines does not provide use statistics, in COUNTER or any other format.

Authentication

Describe the authentication or security options available to subscribers. Typically this might include items such as does the product or service provide IP filtering, username/password, Shibboleth support, LDAP support, or others.

For enterprise subscriptions, authentication is done both by IP filtering and proxy services using institution usernames and passwords. Individual users authenticate with a site username and password.

References

Include citations to other reviews of this product as well as any source material used for the review. Please provide references or works consulted in the The Chicago Manual of Style.

Crews, Wes , and Catherine Ulbricht. 2013. Therapeutic Research Center Acquires Natural Standard Combined Data Assets Create Definitive Health and Wellness Resource. Therapeutic Research Center.
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About the Author

Please provide a one paragraph biography of yourself written in the third person. Be sure to include this even if you are a regular contributor to the journal since things sometimes change.

Neyda V. Gilman is the Librarian for Nursing, Pharmacy, and Public Health at Binghamton University located in Binghamton New York. She has a BS in Medical Laboratory Science from the University of Utah and worked as a Medical Technologist in a variety of laboratories before earning her MLS in 2013 from the University at Buffalo.

Scoring

Please provide a numeric score between 1-5 (one being the lowest and 5 the highest). The score can be as granular as one-half point intervals (e.g. 3.5). Please avoid a perfect score of 5 in any category unless the product is virtually perfect with no room for improvement. If a product is open access please score the Pricing and Contract options as N/A (not applicable).

The composite score should be an arithmetic average of the four scoring categories.

Composite Score:	4	

Content:	4.5	The content is robust, inclusive, and authoritative. If therapies do not have scientific validity they are still listed so that users can see the lack of evidence. Half a point was left off due to some duplicity with products that may cause confusion.
User Interface/Searchability	3.5	Searching works pretty well and is flexible enough that misspellings will still often find the desired results. However, Boolean and quotation searching are lacking, there are no limits, and there are some minor usability frustrations. The browsing of individual databases can also be overwhelming.
Pricing	4	Pricing seems generally fair and anecdotal experience is that TRC is easy to work with.
Purchase/Contract Options	3.5	Course reserves and ILL being open, as well as having unlimited user access are two strong points. The lack of use statistics and integration

		with discovery services are two areas that could be improved.

Special Instructions for Screenshots and Tables

Screenshots or other images may be included in a review if desired. Care should be taken not to include too many as they are more likely to be cut if space is needed in the final layout. The online version of the journal will show images in color but images in the printed version will be converted to grayscale.

- Please submit all screenshots in color
- Screenshots must be delivered as separate numbered image files in .jpg format
- Screenshots should be captured at the highest resolution available
- Place a numbered call out in the Word document where the image is to be inserted such as **<Insert Figure 3 here>.**
- Make sure that the separate .jpg images are given file names that correspond to the call-outs in the text

Tables (created by the author, not screen captures) may also be included in reviews.

- Use tabs to separate columns (NOT multiple spaces)
- Use paragraph returns to separate rows