

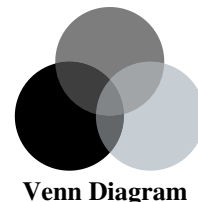
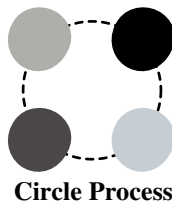
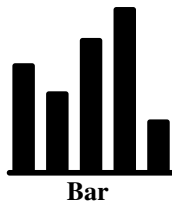
APSU Writing Center
Incorporating Tables and Figures

Why Use Tables and Figures?

- Tables and figures can strengthen your writing by presenting data, statistics, or visuals that help your reader clearly understand your research.
- Check with your instructor to confirm whether tables and figures are allowed in your assignment.
- Introduce a table or figure before you insert it into the text.
 - **Example:** This information (see Table 1) demonstrates...
 - **Example:** The statistics on the percentage of animals used in scientific research can be seen in Table 3.

Definitions

- **Table:** an arrangement of data in rows and columns.
- **Figure:** any image, illustration, diagram, map, graph, or photograph.
- **Chart:** a type of figure that represents data graphically using symbols such as bars, lines, or slices.



When Should I Include Tables, Charts, Graphs, or Figures?

- Use visuals when they help your audience:
 - Understand data more clearly.
 - See precise values or comparisons.
 - Visualize complex information in a simplified format.

What Should I Include?

- Cite each table or figure according to the required writing style.
- Keep visuals simple, readable, and clearly labeled.
- Number tables and figures in the order they appear in your paper

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Incorporating Tables and Figures - APA Format

APA 7th Formatting for Tables

- **Table number:** Placed at the top left, bolded, and numbered.
 - **Examples:** Table 1, Table 2
- **Table title:** Placed one double-spaced line below the table number and written in italics.

Table Headings Types

- **Column heading:** Identifies the entries in a single column of the table body.
- **Decked heads:** Stacked headings to avoid repeating the same wording in multiple columns.
- **Stub heading:** Describes the leftmost column.
- **Table spanner:** A heading that spans the entire width of the table body and groups columns under one category.

Table Body

- Contains all data in the rows and cells.
 - May be single- or double-spaced (keep spacing consistent).
 - Column information is left-aligned unless numerical data requires different alignment.
 - Headings are centered.
 - The leftmost column; usually lists the major independent variables, categories, or items being compared.

Table Notes

- Placed below the table, left-aligned. Notes explain:
 - Abbreviations
 - Symbols such as asterisks
 - Additional details needed to understand the table

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Incorporating Tables and Figures - APA Format

Where to Place Tables

- Embed tables within the text immediately after you first mention them, or
- Place each table on its own page after the reference list.

Table Example

table number

➡ Table 3

table title

➡ Moderator Analysis: Types of Measurement and Study Year

table body:
rows and
columns of
cells
containing the
primary data
of the table

➡

Effect	Estimate	SE	95% CI		p
			LL	UL	
Fixed effects					
Intercept	.119	.040	.041	.198	.003
Creativity measurement ^a	.097	.028	.042	.153	.001
Academic achievement measurement ^b	-.039	.018	-.074	-.004	.03
Study year ^c	.0002	.001	-.001	.002	.76
Goal ^d	-.003	.029	-.060	.054	.91
Published ^e	.054	.030	-.005	.114	.07
Random effects					
Within-study variance	.009	.001	.008	.011	<.001
Between-study variance	.018	.003	.012	.023	<.001

table notes:
explanations
to supplement
or clarify
information in
the table body

➡

Note. Number of studies = 120, number of effects = 782, total *N* = 52,578. CI = confidence interval; *LL* = lower limit; *UL* = upper limit.

^a 0 = self-report, 1 = test. ^b 0 = test, 1 = grade point average. ^c Study year was grand centered. ^d 0 = other, 1 = yes. ^e 0 = no, 1 = yes.

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Incorporating Tables and Figures - Chicago Format

Chicago 18th Formatting for Tables

Figure

- Any photo, map, graph, chart, or illustration that appears separate from the main text.
 - **Examples:** Fig. 1, Figure 1.2

Credit Line

- Acknowledges the source of the figure. It:
 - Appears in parentheses at the end of the caption.
 - Includes a creator, title, publication information, and figure numbers.
 - Uses a shortened form if the full source appears in the bibliography.

Tables

- Chicago style cites table sources using **Source:** or **Sources:** below the table.
 - **Example:** Sources: Data from Adams (1998); Bevan, Collier, and Gunning (1989).

Figures (Bibliography-Style Citation)

- **Format:** First Name Last Name of creator, *Title of Work* (Place of publication: Publisher, Year of publication), page number, figure number.
 - **Example:** 1. Kate van Orden, *Music, Authorship, and the Book in the First Century of Print* (Berkeley: University of California Press, 2013), 38, fig. 2.

Images (Bibliography-Style Citation)

- **Format:** First Name Last Name of creator, *Title of Work*, date of creation or completion, medium, Name of Institution, location (if applicable), URL.
 - **Example:** As illustrated in *Three Planets Dance over La Silla* [1], the phenomenon of 'syzygy' is when celestial bodies align in the sky.
 - ***Insert Image Here***
 - 1. Yuri Beletsky, *Three Planets Dance over La Silla*, June 3, 2013, photograph, European Southern Observatory, <https://www.eso.org/public/images/potw1322a/>.

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Incorporating Tables and Figures - MLA Format

MLA Formatting for Tables

- Tables should be double-spaced, though MLA allows the use of horizontal lines for clarity.

Table Number

- Place the table number in bold, flush left above the table.
 - **Examples:** Table 1, Table 2

Table Title

- Place the title one double-spaced line below the table number.

Notes

- Included below the table, beginning with the word **Note**. in italics.
- Explains abbreviations, symbols, or other unclear content.
- Includes source information if the table is not your own.
- Placed below the table, beginning with the word **Note**. in italics.

Figures

- A figure refers to photos, maps, graphs, charts, drawings, or other illustrations.
 - **Examples:** Fig. 1, Figure 1.2

Captions

- Appear below the figure and follow MLA formatting rules.
- Begin with Fig. X. followed by a brief description.
- Use one-inch margins, the same as the rest of the document.

Example Figures:

Fig. 1.6



Fig. 1. Berthe Morisot, *Reading*, 1873, Cleveland Museum of Art.

Fig. 1.8



Ex. 1. Ludwig van Beethoven, *Symphony No. 3 in E-flat, Opus 55 (Eroica)*, first movement, opening.



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References

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