# AP Austin Peay State University
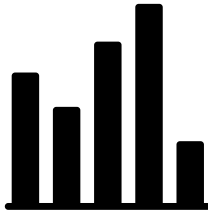## CLARKSVILLE ● TENNESSEE

## APSU Writing Center
## Incorporating Tables and Figures

*Before reading this handout double check with your instructor on if they would like for you to include tables and figures. Consult writing styles guide to cite appropriately.*
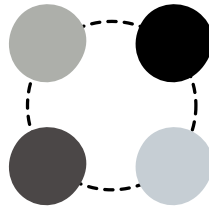
## Tables & Figures
- Tables and Figures can enhance the quality of your research by providing facts and evidence that your reader can physically see. Introduce your table or figure before inserting it on a page.
  - **Example:** "This information (see Table 1) can be seen…"
  - **Example:** "The statistics on the percentage of animals for science that suffer can be seen in Table 3."

- **Table -** a means of arranging data in rows and columns
- **Figure -** an image of a specific object, structure, or drawing
- **Chart** - a graphical representation for data visualization, in which "the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or slices in a pie chart.
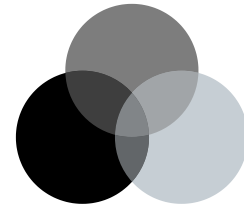
| **Bar** | **Pie** | **Circle Process** | **Venn Diagram** |
|---|---|---|---|

## When should I include tables, graphs, charts, and more?
- To illustrate or enhance a point by displaying data in a clear way.
- When your research requires precise values.

## What to include:
- Make sure to cite your table or image in the correct writing formatting style.
- Keep your table simple and easy to understand with labels.

## Caption text:
- Explains the information given in a table in detail and is written in complete sentences.

## APSU Writing Center
## Incorporating Tables and Figures - APA

**APA Formatting**

- **Table number:** is placed the top left corner in bold. (Example: **Table 1**, **Table 2**)

- **Table title:** is one double spaced line below the table number and is italicized.

- **Heading types**
  - **column heading**: heading that identifies the entries in just one column in the table body.
  - **decked heads**: headings that are stacked, often to avoid repetition in column heads.
  - **stub heading:** heading that describes the leftmost column.
  - **table spanner**: heading that covers the entire width of the table body, allowing for further divisions

- **Table body**: includes all of the information included in the cells and rows of a table.
  - **Formatting:** single or double spaced, left-aligned column information, center headings.
  - **stub column or stub**: leftmost column of the table: usually lists the major independent or predictor variables

- **Notes:** placed below the table and gives a brief explanation of unknown table contents such as abbreviations, asterisks, and more.

- **When to include a table:** embed tables in the text after mentioning the information for the first time or include it on a separate page after the reference list.

table number ➡ Table 3

table title ➡ *Moderator Analysis: Types of Measurement and Study Year*

decked heads: headings that are stacked, often to avoid repetition in column heads

column heading: heading that identifies the entries in just one column in the table body

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

## Chicago Formatting

- **Figures:** is the title of photos, maps, graphs, or charts you include that are separate from the text. (Example: **Fig. 1**, **Figure 1.2**).

- **Captions:** appear below the figure and provide a brief explanation.
  - Begins with Figure or Fig. followed by a number and period. (Figure 1.)
  - Titles will be capitalized and italicized.

- **Credit Line:** Is a brief statement of the source.
  - It is placed in parenthesis after the caption and includes author, title, publication details, page numbers and figure numbers.
  - If the work being credited is listed in the bibliography or reference list, only a shortened form need appear in the credit line.

## Tables

- Cite by including the title Source: or Sources:.

  - **Example:**
    - Sources: Data from Adams (1998); Bevan, Collier, and Gunning (1989).

## Figures

- **Format:**
  - 1. 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

- **Format:**
  - 1. 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 Sill*[1], the phenomenon of 'syzygy' is when celestial bodies align in the sky.
  - **\*Insert Image\***
  - 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

## MLA Formatting

- **Table number:** is placed the top left corner in bold. (Example: **Table 1**, **Table 2**)

- **Table title:** is one space below the table number and is capitalized.

- **Spacing:** double-spaced, use dividing lines as needed (fig. 1.5).

- **Figures** is the title of photos, maps, graphs, or charts you include. (Example: **Fig. 1**, **Figure 1.2**)

- **Captions:** appear below the illustration and have one-inch margins.
  - Use commas to separate elements in a caption and provide full publication details in the works-cited list (fig. 1.7).
  - A label and caption ordinarily appear directly below the example and have the same one-inch margins as the text of the paper (fig. 1.8).

- **Notes:** placed below the table and gives a brief explanation of unknown table contents such as abbreviations, asterisks, and more. It also cites source information.

- **When to include a table:** embed tables in the text after mentioning the information for the first time or include it on a separate page after the works cited page.

- **Examples:**        **Fig. 1.5**

**Fig. 1.6**



Table 1

Degrees in Modern Foreign Languages and Literature Conferred by Degree-Granting Institutions of Higher Education in the United States[a]

| Year | Bachelor's Degrees | Master's Degrees | Doctor's Degrees |
| --- | --- | --- | --- |
| 1996–97 | 13,053 | 2,470 | 793 |
| 1997–98 | 13,618 | 2,367 | 819 |
| 1998–99 | 14,163 | 2,267 | 757 |
| 1999–2000 | 14,186 | 2,228 | 804 |
| 2000–01 | 14,292 | 2,244 | 818 |
| 2001–02 | 14,236 | 2,284 | 780 |
| 2002–03 | 14,854 | 2,256 | 749 |
| 2003–04 | 15,408 | 2,307 | 743 |
| 2004–05 | 16,008 | 2,517 | 762 |
| 2005–06 | 16,762 | 2,637 | 777 |

Adapted from: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics. *Digest of Education Statistics*, 2007 ed., June 2007, table 297, nces.ed.gov/programs/digest/d07/tables/dt07_297.asp.

a. These figures include degrees conferred in a single language or a combination of modern foreign languages and exclude degrees in linguistics, Latin, classics, ancient and Middle and Near Eastern biblical and Semitic languages, ancient and classical Greek, Sanskrit and classical Indian languages, and sign language and sign language interpretation.

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

**Fig. 1.7**



Fig. 1. Edward Topsell, *Manticore,* woodcut, 1658.

**Work cited**

Topsell, Edward. *Manticore. Curious Woodcuts of Fanciful and Real Beasts,* by Konrad Gesner, Dover, 1971, p. 8. Originally published in *The History of Four-Footed Beats and Serpents . . . ,* by Topsell, London, 1658.

**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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Moore. A. (2023, October 26). *Citing tables, figures, and images: Chicago (17th ed) citation guide.* Simon Fraser University. https://www.lib.sfu.ca/help/cite-write/citation-style-guides/chicago/chicago-citing-images

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