

Figures & Tables (APA Style)

Check with your professor concerning requirements about the placement of figures and tables. Should they be placed in the document close to where they are mentioned or at the end of the paper in an appendix?

Figures (Photographs, Charts, Graphs, and Drawings)

Referring to Figures

- Number figures in the sequence they are mentioned in the text.
- Refer to every figure in the text:
 - as shown in Figure X
 - (see Figure X)
 - Figure X depicts...
- Do not write “the figure above” or “the figure below.”

Formatting Figures

- Caption information should be 12 pt., Times New Roman font, and in Sentence case.
- Double-space the caption and copyright information.
- Note: Figures do not have titles above the image.

Example

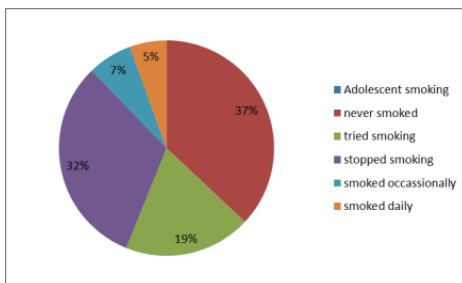


Figure 1. Self-reported smoking habits of adolescents. Adapted from “The Relation Between Smoking-Specific Parenting and Smoking Trajectories of Adolescents,” by R. de Leeuw, R. Scholte, A. Vermulst, and R. Engels, 2010, *Psychology & Health*, 25, p. 1006. Copyright 2010 by Taylor & Francis.

The word *Figure* and the number should be in italics.

Include a caption: a brief, descriptive explanation of the figure.

Acknowledge the source.

Start with

From (if it is exact copy) OR

Adapted from (if it is changed from the original).

Then add the source information.

Journal format:

“Title of Article,” by A. Author and B. Author, year, *Title of Journal*, Volume, p. xx.

Book format:

Title of Textbook (p. xx), by A. N. Author, year, Publisher Location: Publisher.

Web page format:

Title of Article, by Author, year, Retrieval information.

A statement of copyright is required for correct APA format.
Copyright Year by Name of Copyright Holder.

Figures & Tables (APA Style)

Tables

Referring to Tables

- Number tables in the sequence they are mentioned in the text.
- Refer to every table in the text:
 - as shown in Table X
 - (see Table X)
 - Table X depicts...
- Do not write “the table above” or “the table below.”

Formatting Tables

- The table and its note should be in 12 pt., Times New Roman font.
- Double-space the table and the note.
- Capitalize the first word of headings; capitalize all names.

Example

Table 1

Waterloo Region’s Top Mother Tongue Languages, 2006

Ranking	Language	Population
1	English	355,340
2	German	18,765
3	Portuguese	11,200

Note. Adapted from Census Bulletin 5: Language Statistics from the Waterloo Region, by the Region of Waterloo, 2006, Retrieved on December 12, 2012 from <http://www.regionofwaterloo.ca/en/index.asp>
Copyright 2010 by the Region of Waterloo.

A statement of copyright is required for correct APA format.
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If you need to explain anything about the table, such as any abbreviations or symbols, put that information after the word *Note* and before the acknowledgment of the source.

The table number is located above the table.

The title of the table should be brief yet explain the content clearly.
Use italics and Title Case.

Write the word *Note* in italics.

Acknowledge the source.

Start with

From (if it is exact copy) **OR**
Adapted from (if it is changed from the original).

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