Using Tables & Figures

Formatting and Referencing

Loughborough COLLEGE est. 1909

UNDERGRADUATE CENTRE

Format, Structure and Citing/Referencing

- Alongside your written work, there may be occasions where it would be appropriate to add a table, graph, chart or image to convey certain data or further strengthen an idea within your assignments.
  - **Tables:** You may feel the use of a table a more appropriate way of expressing your point than taking the information out and paraphrasing it in your own words.
  - **Figures:** Likewise, using a chart, graph or image (referred to collectively as 'figures') may be needed to convey statistical evidence, far better than if written by text.
- However, just like your written work, these will also require an in-text citation and a full reference in your reference list at the end of your assignment.

Labelling & Referencing Tables

Table 1.0 – The Similarity and Differences Between X,Y&Z

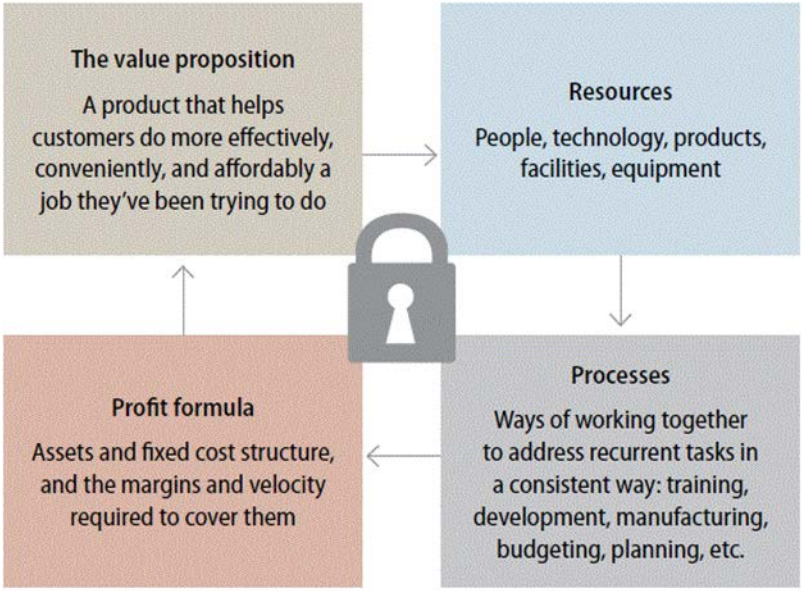
Similarities	Differences

(Author, year)

- Tables should be:
  - Numbered sequentially (1.0, 1.1, 1.2…2.0…3.0,3.1 etc.)
  - Labelled clearly, and directly, above the table
  - Cited clearly at the bottom of the table and indented to the right hand side
  - Positioned close to the relevant text as possible
  - **If you have created the table yourself and paraphrased the information within, you only need to cite the author and year. If you have taken a table directly from a source, you must also include the page number (author, year, pg.no) from where it is found.**

Labelling & Referencing Figures

Figure 1.0 – The elements that comprise a business model



(Author, year, page no.)

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  - Positioned close to the relevant text as possible
  - **If you have created the image, chart or graph yourself and added the information within, you only need to cite the author and year. If you have taken a image, chart or graph directly from a source, you must also include the page number (author, year, pg.no) from where it is found.**

Titling your Table/Figure

- Keep titles **brief but informative**. As you can see from the above examples of a ‘made up’ table and an image taken from an online report, I have titled them accordingly as to the information they are representing.
  - Table 1.0 – The Similarities and Differences Between X,Y&Z
  - Figure 1.0 – The Elements that Comprise a Business Model

- All other information about the table or figure can be explained within your written text.

- Remember, number all tables and figures, even if you use only one of each.

Referring to Tables and Figures in Text

- Make specific reference to each figure and table when describing the material. Do not assume that the reader will make the necessary connection between the text and information displayed. Write something about each figure and table.
  - Refer to each figure or table in the text by its figure or table **number**, not the table title.
  - Remember to guide the reader in interpreting the information in the table or figure.
  - What does the table show? What specific point are you making?

Referring to Tables and Figures in Text

- When referring to tables and figures, you can use:
  - **Clauses beginning with 'as'**:
    - As shown in Table 1.0 below, lipids were found in hamburgers, hot dogs, potato chips, pizza and doughnuts.
  - **Passive voice**:
    - Mean weights for samples are shown in Table 1.0.
  - **Brackets** – You may refer to tables or figures by using brackets with or without the verb 'see'.
    - On average, female wasps were twice as numerous as male wasps (Table 1.0).
    - Each sample tested positive for the three nutrients (see Table 2.1).
    - Plant growth did not differ across irrigation treatments (Figure 1.1).

Referencing Tables & Figures

The next few slides will represent how to reference a table, in this case one taken directly from a government website, and a ‘figure’ (in this case an image) taken from an online report.

Referencing Tables

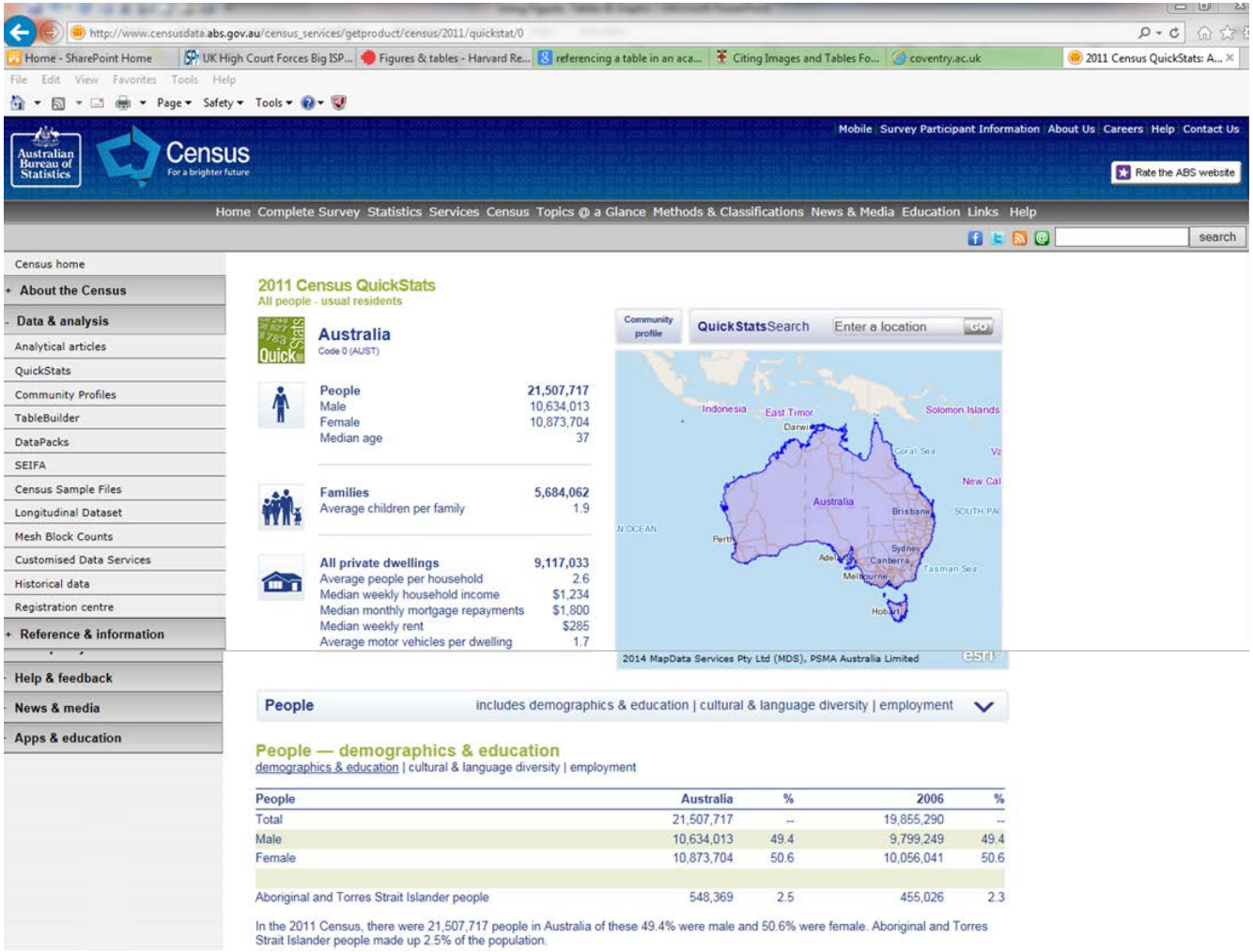
Table 1.0 – 2011 Australian Population Census

People	Australia	%	2006	%
Total	21,507,717	--	19,855,290	--
Male	10,634,013	49.4	9,799,249	49.4
Female	10,873,704	50.6	10,056,041	50.6
Aboriginal and Torres Strait Islander people	548,369	2.5	455,026	2.3

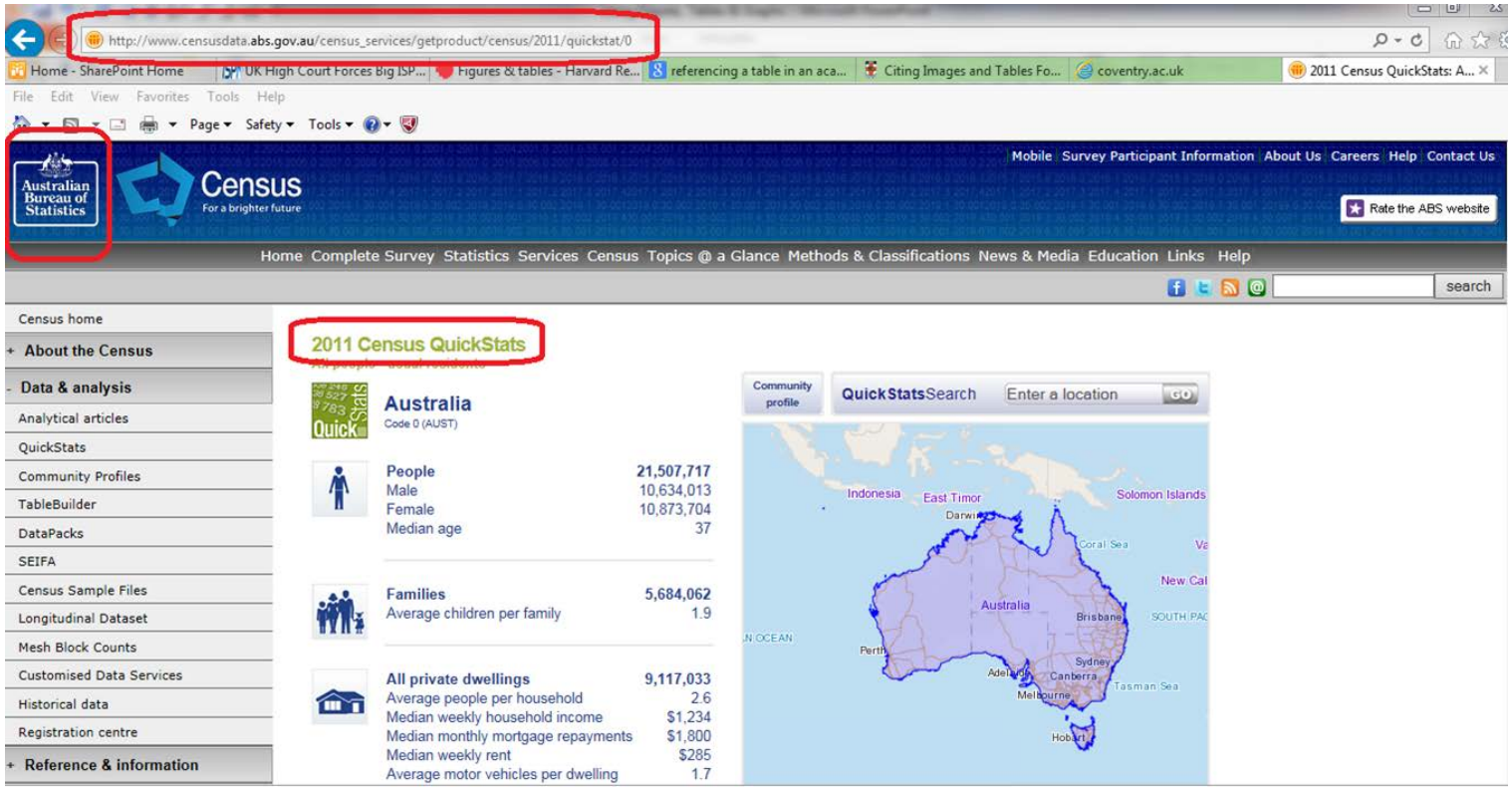
(Australian Bureau of Satistics, 2011)

- As you can see, the in-text citation for this table is labelled at the bottom and indented to the right hand side, just as information in your written work would be.
- The next slides will show a screen grab of the webpage this information is taken from, followed by what information you need to gather to complete your full reference.

Referencing Tables



Referencing Tables



Australian Bureau of Statistics (2011) *2011 Census QuickStats.* Available at: http://www.censusdata.abs.gov.au/census_services/getproduct/census/2011/quickstat/0 (Accessed: 12 December 2014).

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(Australian Bureau of Satistics, 2011)

- **In-text citation:** "Table 1 shows the population rise from 2006 to 2011 in Australia (Australian Bureau of Statistics, 2011). This increase indicates…"
- **Full Reference list:** Australian Bureau of Statistics (2011) 2011 Census QuickStats. Available at: http://www.censusdata.abs.gov.au/census_services/getproduct/census/2011/quickstat/0 (Accessed: 12 Decemebr 2014).

Referencing Figures

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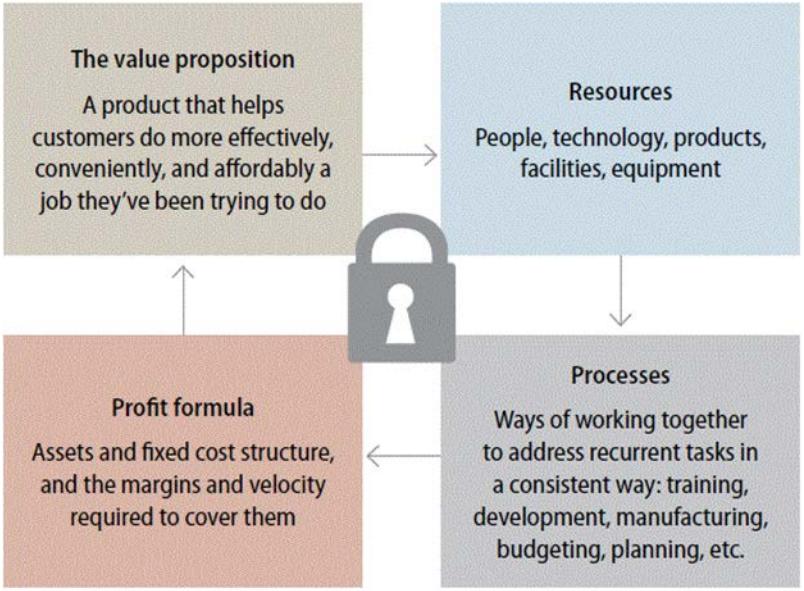

(Christensen *et al.*, 2011, pg.32)

- As you can see, the in-text citation for this figure is labelled at the bottom and indented to the right hand side, just as information in your written work would be.
- The next slides will show a screen grab of the web based report this information is taken from, followed by what information you need to gather to complete your full reference.

Referencing Figures

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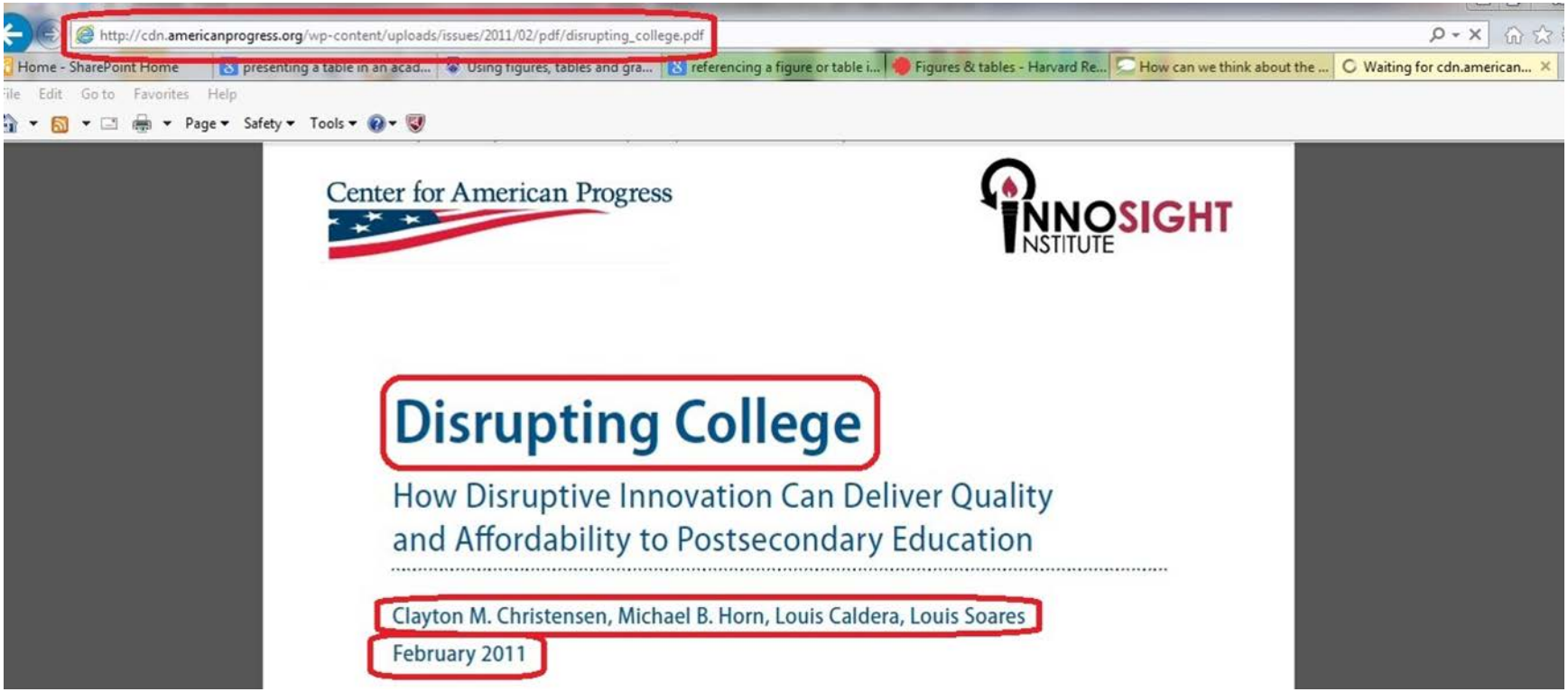

Christensen, C., Horn, M., Cladera, L. and Soares, L. (2011) *Disrupting College*. Available at: http://cdn.americanprogress.org/wp-content/uploads/issues/2011/02/pdf/disrupting_college.pdf (Accessed: 11 December 2014).

Referencing Figures

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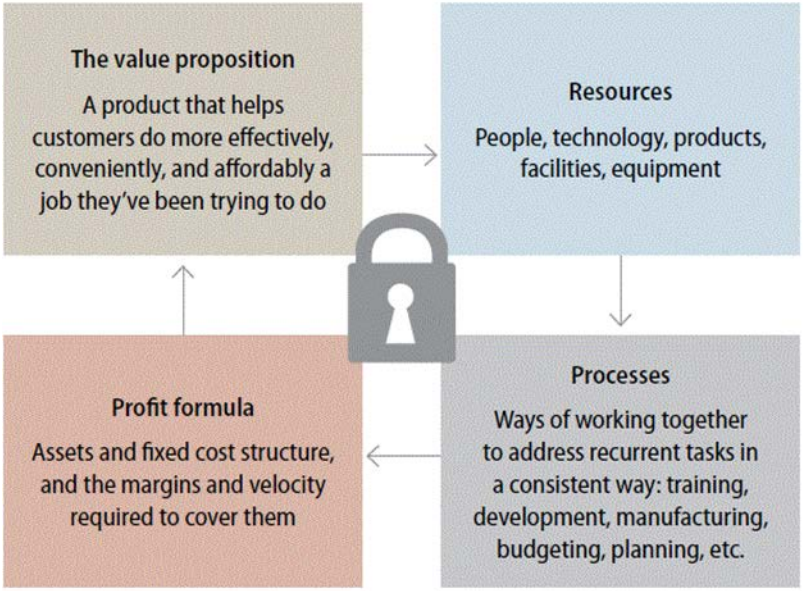

(Christensen *et al.*, 2011, pg.32)

- **In-text**: "Figure 1.0, from the paper by Christensen *et al*. (2011, pg.32), shows their take on the elements that comprise a business model…"

- **Reference list**: Christensen, C., Horn, M., Cladera, L. and Soares, L. (2011) *Disrupting College*. Available at: http://cdn.americanprogress.org/wp-content/uploads/issues/2011/02/pdf/disrupting_college.pdf (Accessed: 11 December 2014).