



# Using Tables & Figures

Formatting and Referencing

# 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

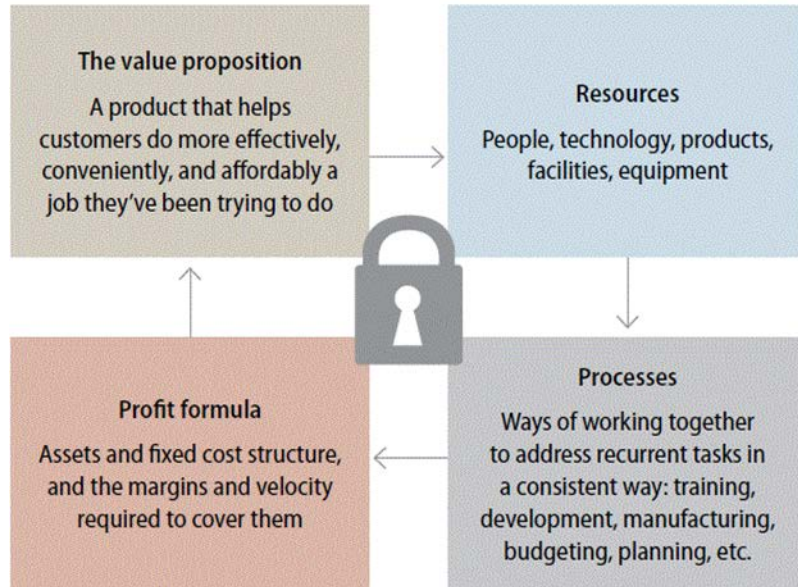
(Author, year)

- 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.)

- Figures 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 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 Statistics, 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

http://www.censusdata.abs.gov.au/census\_services/getproduct/census/2011/quickstat/0

Home - SharePoint Home UK High Court Forces Big ISP... Figures & tables - Harvard Re... referencing a table in an aca... Citing Images and Tables Fo... coventry.ac.uk 2011 Census QuickStats: A...

File Edit View Favorites Tools Help

Page Safety Tools

Australian Bureau of Statistics **Census** For a brighter future Mobile Survey Participant Information About Us Careers Help Contact Us Rate the ABS website

Home Complete Survey Statistics Services Census Topics @ a Glance Methods & Classifications News & Media Education Links Help

Facebook Twitter YouTube Google+ search

Census home

- About the Census
- Data & analysis
  - Analytical articles
  - QuickStats
  - Community Profiles
  - TableBuilder
  - DataPacks
  - SEIFA
  - Census Sample Files
  - Longitudinal Dataset
  - Mesh Block Counts
  - Customised Data Services
  - Historical data
  - Registration centre
- Reference & information
- Help & feedback
- News & media
- Apps & education

**2011 Census QuickStats**  
All people - usual residents

**Australia**  
Code 0 (AUST)

**People** 21,507,717  
Male 10,634,013  
Female 10,873,704  
Median age 37

**Families** 5,684,062  
Average children per family 1.9

**All private dwellings** 9,117,033  
Average people per household 2.6  
Median weekly household income \$1,234  
Median monthly mortgage repayments \$1,800  
Median weekly rent \$285  
Average motor vehicles per dwelling 1.7

Community profile QuickStatsSearch Enter a location GO

2014 MapData Services Pty Ltd (MDS), PSMA Australia Limited

**People** includes demographics & education | cultural & language diversity | employment

**People — demographics & education**  
demographics & education | cultural & language diversity | employment

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

In the 2011 Census, there were 21,507,717 people in Australia of these 49.4% were male and 50.6% were female. Aboriginal and Torres Strait Islander people made up 2.5% of the population.



# Referencing Tables

The screenshot shows the Australian Bureau of Statistics website. The URL [http://www.censusdata.abs.gov.au/census\\_services/getproduct/census/2011/quickstat/0](http://www.censusdata.abs.gov.au/census_services/getproduct/census/2011/quickstat/0) is highlighted in red. The page title is "2011 Census QuickStats", also highlighted in red. The page displays the following statistics for Australia:

Category	Value
<b>People</b>	21,507,717
Male	10,634,013
Female	10,873,704
Median age	37
<b>Families</b>	5,684,062
Average children per family	1.9
<b>All private dwellings</b>	9,117,033
Average people per household	2.6
Median weekly household income	\$1,234
Median monthly mortgage repayments	\$1,800
Median weekly rent	\$285
Average motor vehicles per dwelling	1.7

The page also includes a map of Australia and a search bar for QuickStats.

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



# 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

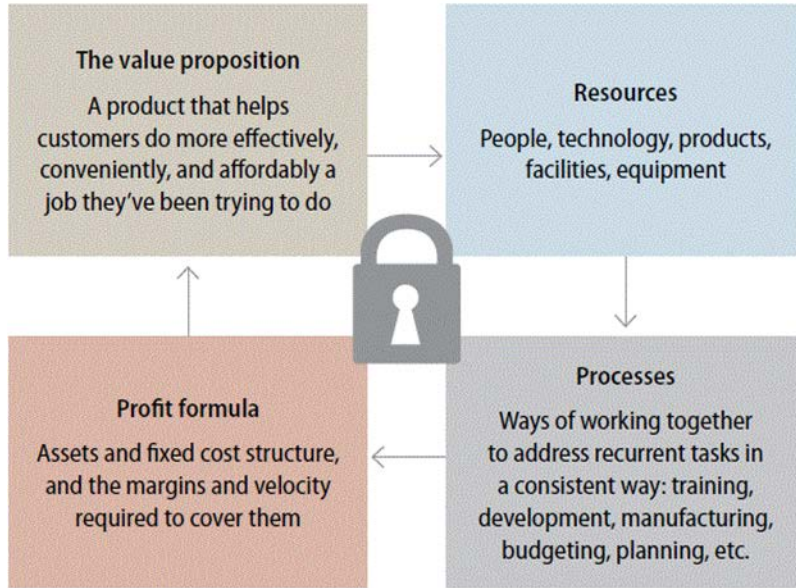
(Australian Bureau of Statistics, 2011)

- **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](http://www.censusdata.abs.gov.au/census_services/getproduct/census/2011/quickstat/0) (Accessed: 12 Decemebr 2014).



# Referencing Figures

Figure 1.0 – The elements that comprise a business model




(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



The screenshot shows a web browser window with the URL [http://cdn.americanprogress.org/wp-content/uploads/issues/2011/02/pdf/disrupting\\_college.pdf](http://cdn.americanprogress.org/wp-content/uploads/issues/2011/02/pdf/disrupting_college.pdf). The browser's address bar and tabs are visible at the top. The main content area features the logos for the Center for American Progress and Innosight Institute. The title of the report is "Disrupting College", followed by the subtitle "How Disruptive Innovation Can Deliver Quality and Affordability to Postsecondary Education". The authors listed are Clayton M. Christensen, Michael B. Horn, Louis Caldera, and Louis Soares, with a date of February 2011.

Center for American Progress

INNOSIGHT  
INSTITUTE

## Disrupting College

How Disruptive Innovation Can Deliver Quality and Affordability to Postsecondary Education

Clayton M. Christensen, Michael B. Horn, Louis Caldera, Louis Soares  
February 2011



# Referencing Figures

The screenshot shows a web browser window with the following elements:

- Address bar: [http://cdn.americanprogress.org/wp-content/uploads/issues/2011/02/pdf/disrupting\\_college.pdf](http://cdn.americanprogress.org/wp-content/uploads/issues/2011/02/pdf/disrupting_college.pdf) (highlighted with a red box)
- Page title: **Disrupting College** (highlighted with a red box)
- Subtitle: How Disruptive Innovation Can Deliver Quality and Affordability to Postsecondary Education
- Authors: Clayton M. Christensen, Michael B. Horn, Louis Caldera, Louis Soares (highlighted with a red box)
- Date: February 2011 (highlighted with a red box)

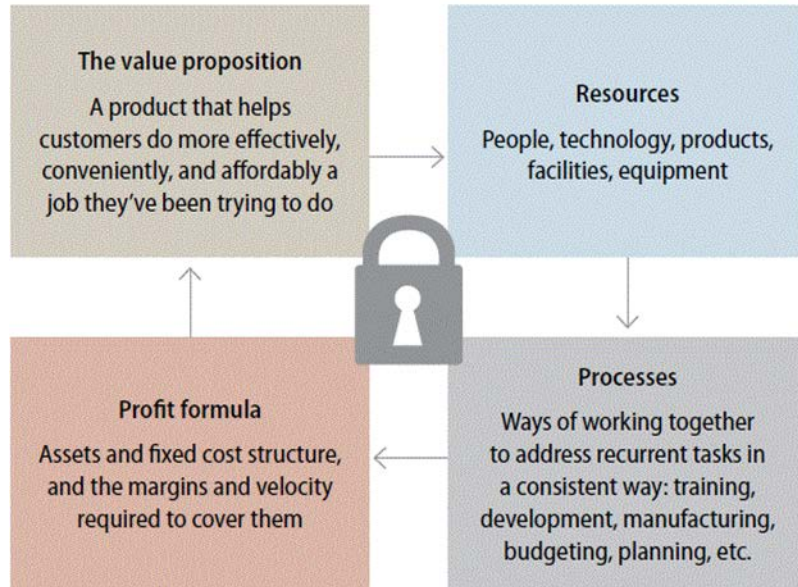
Logos for the Center for American Progress and INNOVATION INSTITUTE are visible at the top of the page.

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](http://cdn.americanprogress.org/wp-content/uploads/issues/2011/02/pdf/disrupting_college.pdf) (Accessed: 11 December 2014).



# Referencing Figures

Figure 1.0 – The elements that comprise a business model



(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](http://cdn.americanprogress.org/wp-content/uploads/issues/2011/02/pdf/disrupting_college.pdf) (Accessed: 11 December 2014).