

Figures and Tables

EIT Guide to APA 7th Presentation of Figures and Tables

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Presentation notes for figures and tables

A figure is a graphical representation of information. A figure may be a graph, map, photograph, diagram, infographic, chart, flowchart, artwork, or image. A table is used to present data and information in a tabulated form with labelled columns and rows. A figure or table should contain complete information, making it understandable without requiring extensive additional explanation within your assignment. You may create your own figure or table, or you may copy or adapt those created by credible authors from credible sources. If copying a figure or table from another source, you should make labelling and presentation alterations to conform to the *Publication Manual of the American Psychological Association* (7th ed.) requirements.

Although locating an image using search tools such as Google images is acceptable, the original creator and source of the image must be located to ensure correct attribution can be made.

Referring to figures and tables

- Always refer to the figure or table and direct the reader to the key information, by explaining the figure or the table data within the text of your assignment. For example:

Table 3 shows the number of

The comparison across age groups is depicted in Figure 4

... is one aspect of the accounting process (see Figure 1)

... large variance in the temperatures of each group (See Table 2)

Presenting figures and tables

- Figures and tables should be labelled consecutively throughout the document. For example, **Figure 1** is the first figure, and **Figure 2** is the second figure within a document. Likewise, **Table 1** is the first table, and **Table 2** is the second table within the document.
- Labels for figures and tables within appendices should include the appendix identifier. For example, the third figure in Appendix A will be labelled **Figure A3**, and the first table in Appendix B will be labelled **Table B1**.
- Figures and tables should be headed with the word **Figure** or **Table** and the next consecutive number in bold, followed by double spacing.
- Titles should be brief yet describe the overall content, and be presented in italics and title case, followed by double spacing.

Figures

- If the information in the figure is too comprehensive and the figure appears cluttered, consider presenting the information as a table.
- Use title case for headings within the figure and for axis labels. Other text within a figure may be either title or sentence case, although sentence case is recommended.
- Colour may be used to distinguish between graphic elements.
- Avoid using decorative elements or 3D effects unnecessarily.

Tables

- If the data may become overwhelming for the reader, consider presenting as one or more figures.
- Headings and text within the table should be in sentence case.
- Only use horizontal lines in a table and avoid shading.
- Adopt appropriate line spacing and use of white space to ensure readability and visual appeal.

Adding source information to figures and tables

When adapting or copying a figure or table, source information must be added in a *Note* and presented according to the *Publication Manual of the American Psychological Association* (7th ed.). The source information is in addition to other descriptive information you may wish to add in the *Note*. A reference should also be included in the reference list.

Exceptions:

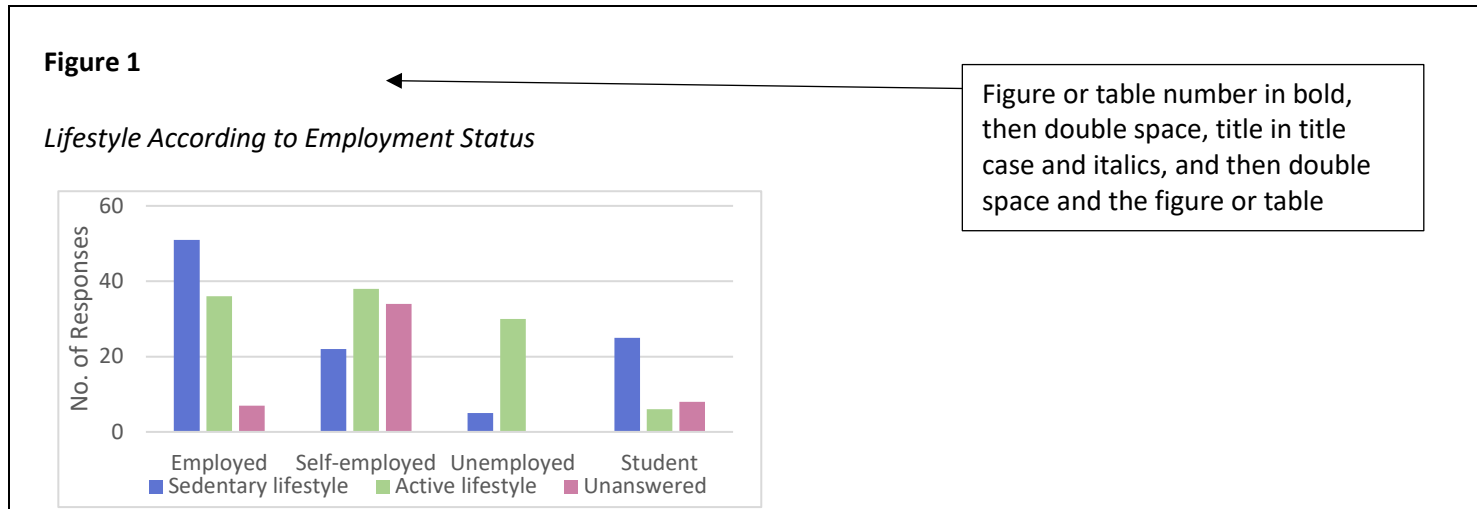
It is unnecessary to add source information in a *Note* or a reference in the reference list for the following:

- figures and tables created by yourself
- figures from a website stating that their images are attribution free
- clipart and other images available as part of software such as MSWord or MSPowerPoint, as the right to use these images without attribution is included in the software licence.

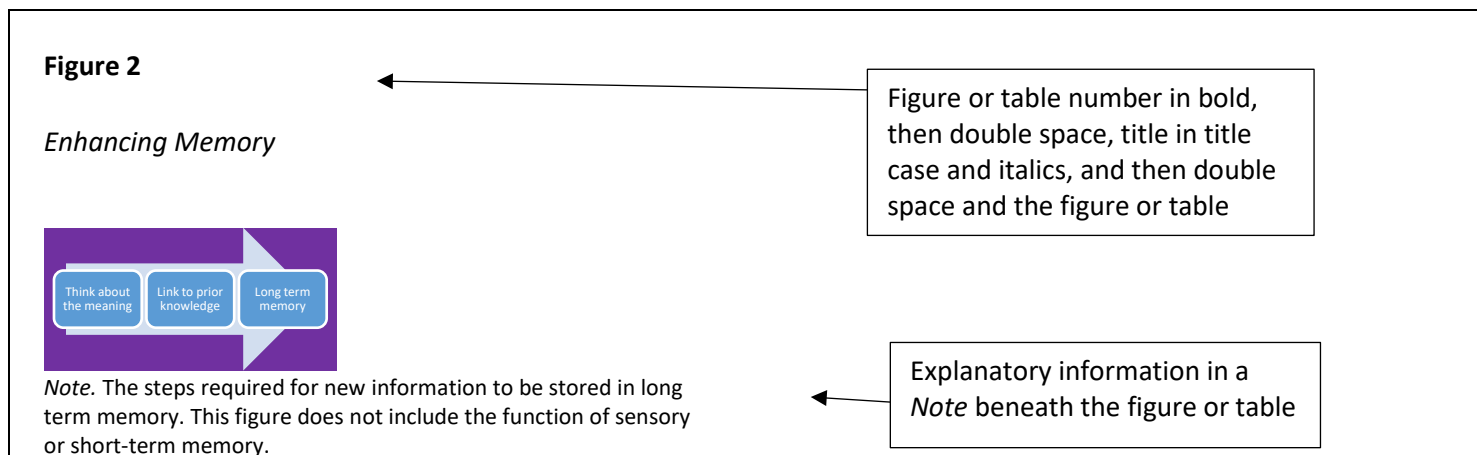
Explanation of the levels of information for presenting figures and tables

EIT have outlined five levels of information to accompany a figure or table.

Level 1: Figures or tables created by yourself or from an attribution free source: a website that states the images are attribution free, or a software programme that offers clipart or other images as a component of the software. Additional explanation is unnecessary.






Level 2: Figures or tables created by yourself or from an attribution free source: a website that states the images are attribution free, or a software programme that offers clipart or other images as a component of the software. Additional explanation is unnecessary.



Level 3: A figure or table copied or adapted from a source. There is no *Note* in the original version. Source information is given within a *Note*.

Table 1

Medal Table from the Commonwealth Games 2018

Place		Country	Gold	Silver	Bronze	Total
1		AUS	80	59	59	198
2		ENG	45	45	46	136
3		IND	26	20	20	66

Note. Adapted from *Medal Table*, by BBC Sport, n.d., BBC (<https://www.bbc.com/sport/commonwealth-games/medals/countries/england#england>). Copyright 2019 by BBC.

Figure or table number in bold, then double space, title in title case and italics, and then double space and the figure or table

Source information is added within a *Note*

Level 4: A figure or table with an existing *Note* is copied or adapted from a source. Source information is added within the *Note*.

Figure or
table with
explanatory
Note

Table 2

Effects of Cadmium Treatments on Shoot-Root Dry Weights

Dry matter yields (mg plant ⁻¹)				
Cultivars	Shoot		Root	
	-Cd	+Cd	-Cd	+Cd
AT58	1139aA	723bA	154aB	122bB
Demre	1240aA	643bA	234aA	167bA

Note. Means indicated with different small letters (between Cd treatment, in each cultivar) and by the same capital letters (between cultivars, in each Cd treatment) are significantly different at $p < 0.05$. Adapted from "Cadmium-Induced Changes in Growth and Micronutrient Composition of Two Pepper Cultivars," by H. Barut, 2019, *Applied Ecology and Environmental Research*, 17(2), p. 2251 (https://doi.org/10.15666/aeer/1702_22492256). Copyright 2019 by Alöki Kft.

Figure or table number in bold, then double space, title in title case and italics, and then double space and the figure or table

Explanatory information is included within the *Note*

Source information is added within the *Note*

Level 5: An artwork is copied from a source. The artist's name, year, title, and medium of the artwork are detailed in a specific format in a *Note*. Source information is added within the *Note*.

Figure 3

Harmony in Red



Note. Matisse, H. (1908), The dessert: Harmony in red [Oil on canvas]. From *50 Modern Artists You Should Know*, by C. Weidemann, and C. Nippe, 2010, p. 56. Prestel Verlag. Copyright 2010 by Prestel Verlag.

Figure or table number in bold, then double space, title in title case and italics, and then double space and the figure

Explanatory information (artist, year, title, medium of the artwork) is included within the *Note*

Source information is added within the *Note*

Level 1 Examples –Figures or tables created by yourself or from an attribution free source, without explanatory information

**Figure
created by
yourself or
from an
attribution
free source**

(no Note
required)

Figure 4

Lifestyle According to Employment Status

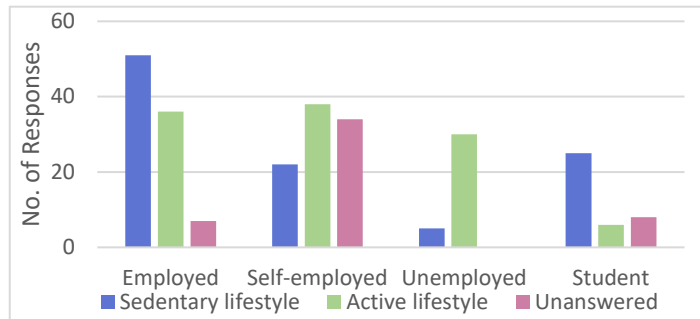


Figure or table number in bold, then double space, title in title case and italics, and then double space and the figure

**Photograph
taken by
yourself or
from an
attribution
free source**

(no Note
required)

Figure 5

Ātea a Rangi Star Compass, Waitangi Regional Park, Napier



Figure or table number in bold, then double space, title in title case and italics, and then double space and the photograph

**Table
created by
yourself or
from an
attribution
free source**
(no *Note*
required)

Table 3

Lifestyle According to Employment Status

Category	Sedentary lifestyle	Active lifestyle	Unanswered
Employed	51	36	7
Self-employed	22	38	34
Unemployed	5	30	0
Student	25	6	8

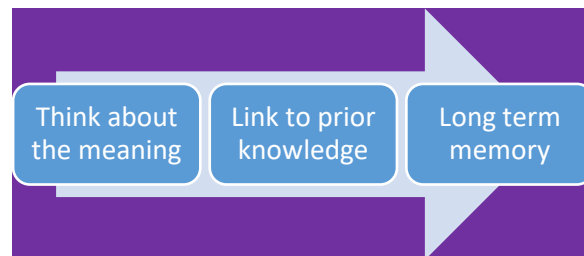
Figure or table number in bold, then double space, title in title case and italics, and then double space and the table

Level 2 Examples – Figures or tables created by yourself or from an attribution free source, with your own explanatory information added in a *Note*

**Figure
created by
yourself or
from an
attribution
free source**
(explanatory *Note*
required)

Figure 6

Enhancing Memory



Note. The steps required for new information to be stored in long-term memory. This figure does not include the function of sensory or short term memory.

Figure or table number in bold, then double space, title in title case and italics, and then double space and the figure

Explanatory information in a *Note* beneath the figure

**Photograph
taken by
yourself or
from an
attribution
free source**

(explanatory *Note*
required)

Figure 7

Waharoa to the Ātea a Rangi Star Compass



Note. Waharoa means gateway.

Figure or table number in bold, then
double space, title in title case and
italics, and then double space and the
photograph

Explanatory information in a *Note*
beneath the photograph

**Table
created by
yourself or
from an
attribution
free source**

(explanatory *Note*
required)

Table 4

Lifestyle According to Employment Status

Category	Sedentary lifestyle	Active lifestyle	Unanswered
Employed	51	36	7
Self-employed	22	38	34
Unemployed	5	30	0
Student	25	6	8

Note. Numbers for each category are based on self-reported data.

Figure or table number in bold, then
double space, title in title case and
italics, and then double space and the
table

Explanatory information in a *Note*
beneath the table

Level 3 Examples – Figures and tables copied or adapted from a source with reference information added in a *Note*

When copying or adapting a figure or table, a *Note* to record the source details beneath the figure is required. The source information is presented in an order and format specified in the *Publication Manual of the American Psychological Association* (7th ed.). A reference in the APA referencing format is also required in the reference list.

Note format

The source information in the note will depend on the type of source (journal article, book, webpage, etc.). The format of each element within the *Note* (author, date, title, and source) will follow the APA style conventions for that source; for example, webpage, journal, and book titles are italicised, and journal article and chapter titles are encased in quotation marks. All titles will be in title case. The order of the source elements are shown below. Copyright information is included when available, or if the figure or table has a Creative Commons attribution, a link will be given to the Creative Commons licence code. Use the licence code in place of copyright information (e.g., CC BY-NC 3.0 NZ).




From/Adapted from title, by author/s, year, source (doi or URL). Copyright year by Copyright holder / Creative Commons information.

Adapting figures and tables from a source

When re-presenting part of a figure or table, or adapting the original information without altering the author's content, meaning, or intention, write "Adapted from" at the beginning of the reference rather than "From." For example, Table 5 shows only part of the original table and the words Gold, Silver, and Bronze are included rather than the symbols shown in the original version. Table 5 is therefore adapted from the original source.

Table 5

Medal Table from the Commonwealth Games 2018

Place		Country	Gold	Silver	Bronze	Total
1		AUS	80	59	59	198
2		ENG	45	45	46	136
3		IND	26	20	20	66

Note. Adapted from *Medal Table*, by BBC Sport, n.d., BBC
(<https://www.bbc.com/sport/commonwealth-games/medals/countries/england#england>).
Copyright 2019 by BBC.

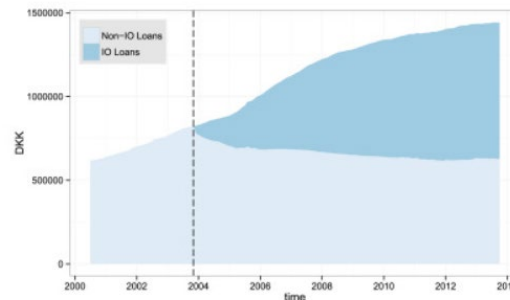
Figure with complete source information (without explanatory information in the *Note*)

Figure 9 is copied from a journal article with the source information within a *Note* beneath the figure. The APA formatting requirements are outlined on the following page.

From/Adapted from title, by author/s, year, source (doi or URL). Copyright year by Copyright holder / Creative Commons information.

Figure 8

Shift Towards Interest Only Loans in Denmark



Note. From “The Impact of Interest-Only Loans on Affordability,” by C Bäckam and C Lutz, 2020, *Regional Science and Urban Economics*, 80 (<https://doi.org/10.1016/j.regsciurbeco.2018.06.004>). Copyright 2020 by Elsevier B. V.



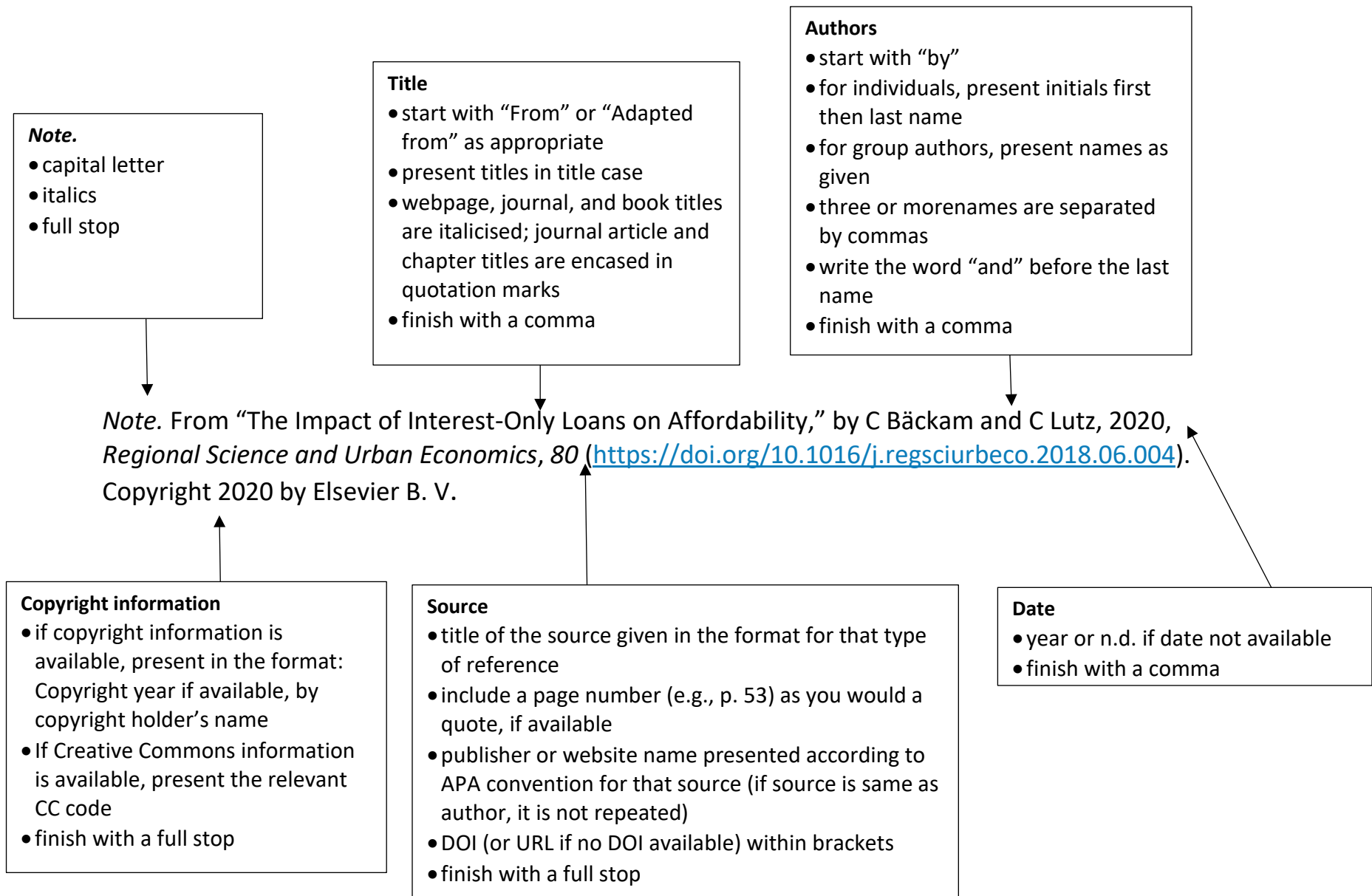


Table with complete source information

(without explanatory information in the *Note*.)

Table 6 is copied from a journal article with the source information within a *Note* beneath the figure. APA formatting details of the source information are outlined on the following page.

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Table 6

The Frequency of Five Genotypes Found From Human and Four Source Isolates

Genotype	Human	Poultry	Ruminants	Water	Others
ST-42	59	7	53	10	2
ST-45	149	155	10	21	54
ST-474	249	60	15	5	9
ST-2026	28	0	40	5	2
ST-2381	0	0	0	60	3

Note. From "Extending Statistical Models for Source Attribution of Zoonotic Disease: A Study of Campylobacteriosis," by S.-J. Liao, J. Marshall, M. L. Hazelton, and N. P. French, 2019, *Journal of the Royal Society Interface*, 16(150) (<https://doi.org/10.1098/rsif.2018.0534>). Copyright 2020 The Royal Society.



Note.

- capital letter
- italics
- full stop

Title

- start with “From” or “Adapted from” as appropriate
- present titles in title case
- webpage, journal, and book titles are italicised; journal article and chapter titles are encased in quotation marks
- finish with a comma

Authors

- start with “by”
- for individuals, present initials first then last name
- for group authors, present names as given
- three or more names are separated by commas
- write the word “and” before the last name
- finish with a comma

Note. From “Extending Statistical Models for Source Attribution of Zoonotic Disease: A Study of Campylobacteriosis,” by S.-J. Liao, J. Marshall, M. L. Hazelton, and N. P. French, 2019, *Journal of the Royal Society Interface*, 16(150) (<https://doi.org/10.1098/rsif.2018.0534>). Copyright 2020 The Royal Society.

Source

- title of the source given in the format for that type of reference
- include a page number (e.g., p. 53) as you would a quote, if available
- publisher or website name presented according to APA convention for that source (if source is same as author, it is not repeated)
- DOI (or URL if no DOI available) within brackets
- finish with a full stop

Date

- year or n.d. if date not available
- finish with a comma

Copyright information

- if copyright information is available, present in the format: Copyright year if available, by copyright holder’s name
- If Creative Commons information is available, present the relevant CC code
- finish with a full stop

Level 4 Examples – Figures and tables copied or adapted from a source with existing *Note* and reference information added

When copying or adapting a figure or table, a *Note* to record the source details beneath the figure is required. The source information is presented in an order and format specified in the *Publication Manual of the American Psychological Association* (7th ed.). A reference in the APA referencing format is also required in the reference list.

Note format

The source information in the note will depend on the type of source (journal article, book, webpage, etc.). The format of each element within the *Note* (author, date, title, and source) will follow the APA style conventions for that source; for example, webpage, journal, and book titles are italicised, and journal article and chapter titles are encased in quotation marks. All titles will be in title case. The order of the source elements are shown below. Copyright information is included when available, or if the figure or table has a Creative Commons attribution, a link will be given to the Creative Commons licence code. Use the licence code in place of copyright information (e.g., CC BY-NC 3.0 NZ).

From/Adapted from title, by author/s, year, source (doi or URL). Copyright year by Copyright holder / Creative Commons information.

Adapting figures and tables from a source

When re-presenting part of a figure or table, or adapting the original information without altering the author's content, meaning, or intention, write "Adapted from" at the beginning of the reference rather than "From." For example, Table 7 shows only part of the original table and is therefore adapted from the original source.

Table 7

Energy Intake of Elderly Chinese

	Male	Female	Total
<u>Geographic Region, n (%)</u>			
North	3296 (40.5%)	3515 (41.5%)	6811 (41.0%)
South	4852 (59.5%)	4949 (58.5%)	9801 (59.0%)
<u>Energy intake, Mean \pm SD (kcal/day)</u>			
60–64 year	2078 \pm 678	1727 \pm 534	1893 \pm 631
65–79 year	1899 \pm 605	1611 \pm 561	1757 \pm 603
≥ 80 year	1663 \pm 546	1396 \pm 535	1516 \pm 557

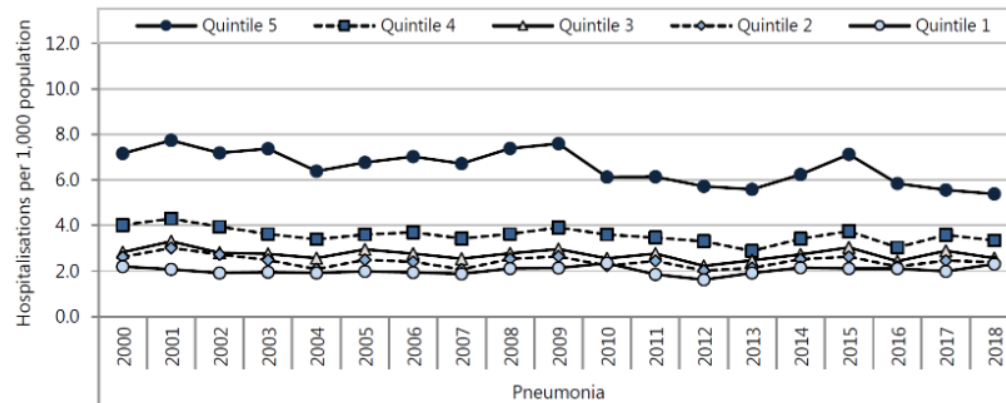
Note. Northern and Southern regions were divided by Qinling Mountain and Huaihe River. Adapted from "Dietary Micronutrients Intake Status Among Chinese Elderly People Living at Home: Data From CNNHS 2010–2012," by Z. Liu, L. Zhao, Q. Man, J. Wang, W. Zhao, and J. Zhang, 2019, *Nutrients*, 11(8), p. 1787 (<https://doi.org/10.3390/nu11081787>).

Figure with complete source information and explanatory information

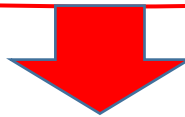
If an explanatory *Note* is given for a work you have copied, include the *Note* provided by the author, then add the source information in the format specified in the *Publication Manual of the American Psychological Association* (7th ed.).

Figure 9

Hospitalisation Rates for Pneumonia in 0–14 Year Olds, by Deprivation Score, New Zealand 2000–2018



Note. Numerator: National Minimum Dataset (acute and arranged admissions; excludes neonates), Denominator: NZCYES Estimated Resident Population, Quintile: NZDEP2013 Index of deprivation (1 = least deprived; 5 = most deprived). From *Child Poverty Monitor 2019*, by M. Duncanson, G. Richardson, G. Oben, A. Wicken, and J. Adams, 2019, NZ Child and Youth Epidemiology Service (<http://www.nzchildren.co.nz/>). Copyright 2009–2019 by NZ Child & Youth Epidemiology Service.



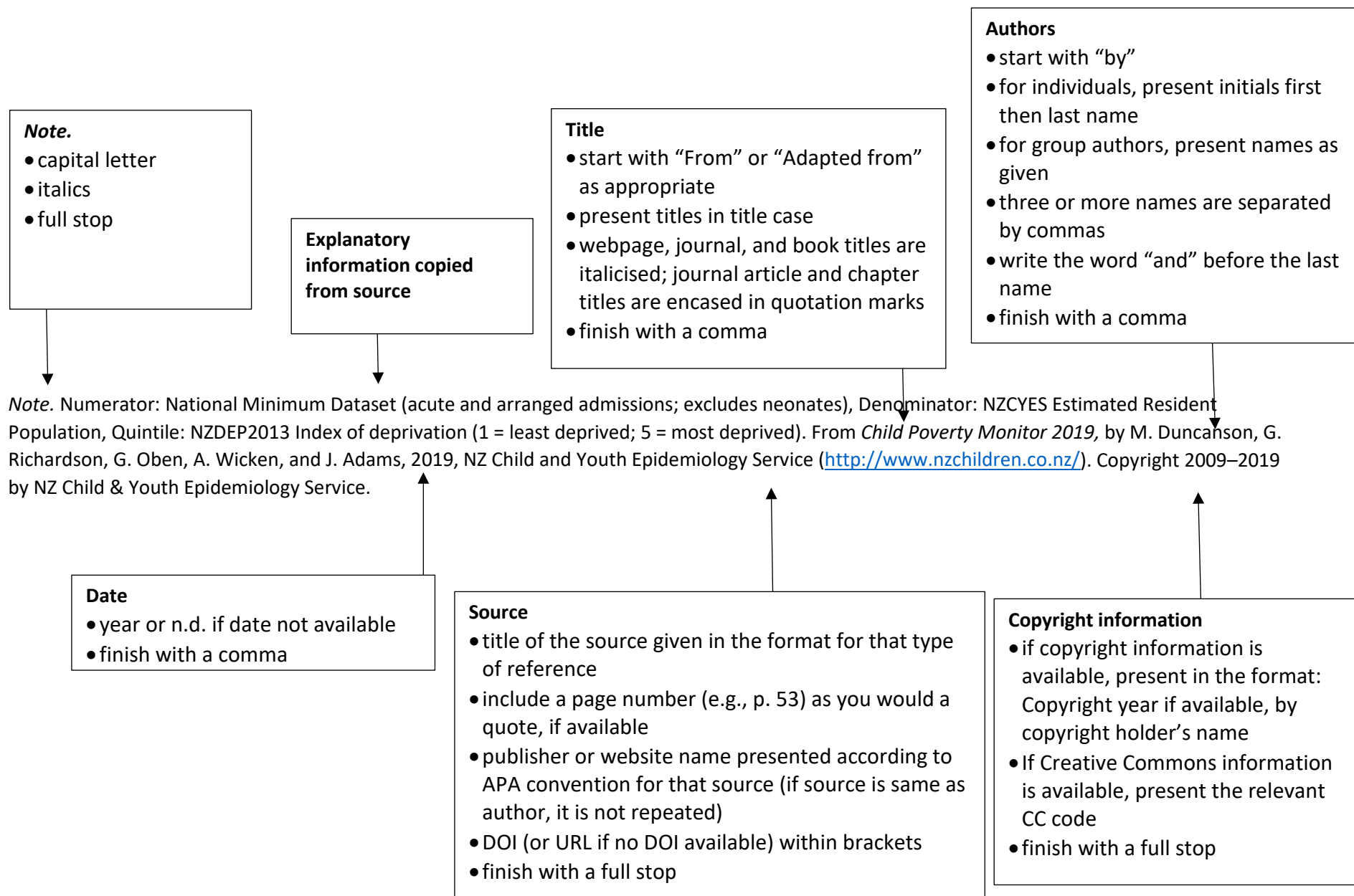


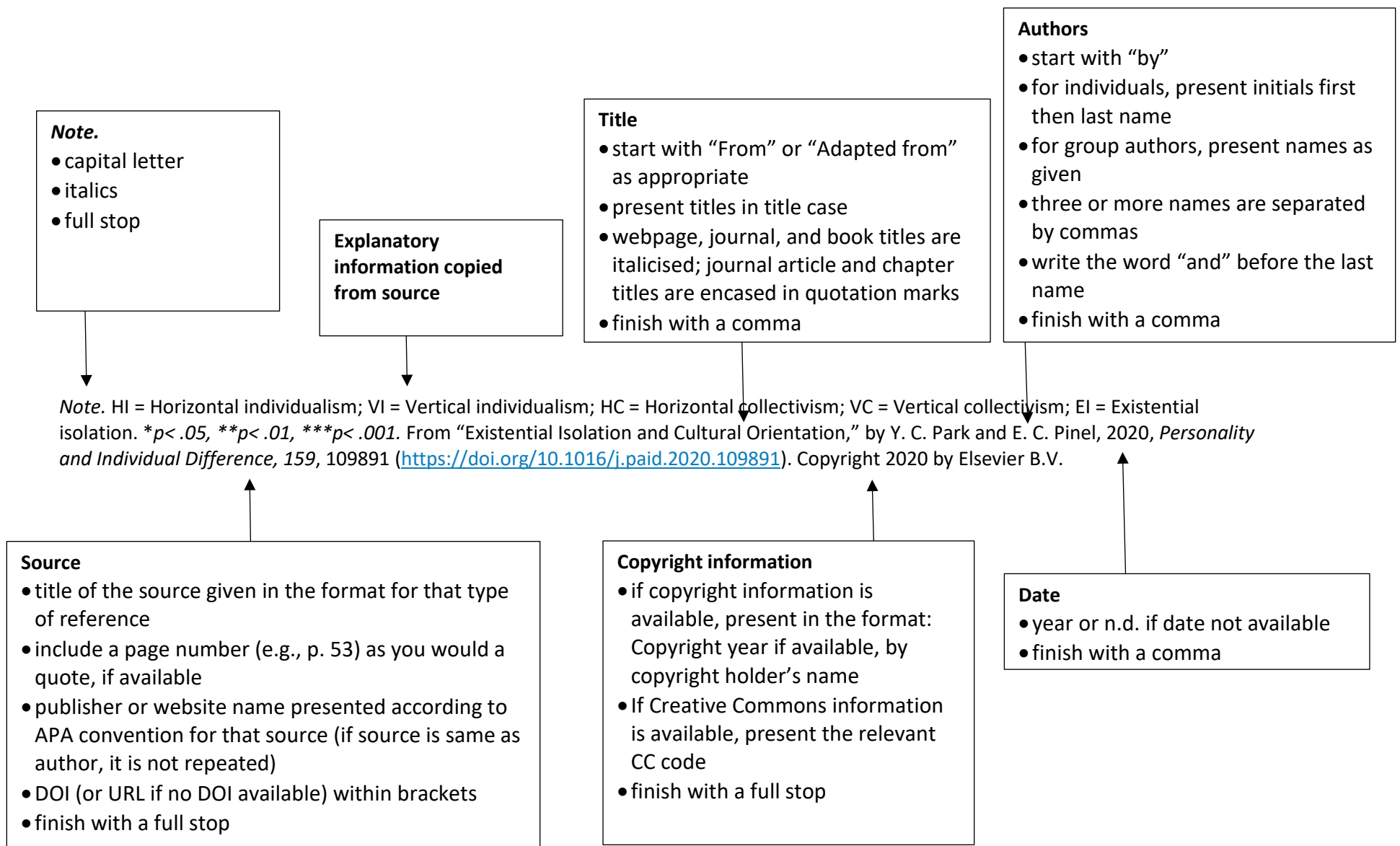
Table with complete reference information and explanatory information

Table 8
Correlations Between Existential Isolation and Culture Measurements

	EI	HI	VI	HC
1. HI	0.15	1		
2. VI	-0.10	0.10	1	
3. HC	-0.33***	-0.07	0.09	1
4. -.23	-0.23*	-0.09	0.19	0.31**

Note. HI = Horizontal individualism; VI = Vertical individualism; HC = Horizontal collectivism; VC = Vertical collectivism; EI = Existential isolation. * $p < .05$, ** $p < .01$, *** $p < .001$. From "Existential Isolation and Cultural Orientation," by Y. C. Park and E. C. Pinel, 2020, *Personality and Individual Difference*, 159, 109891 (<https://doi.org/10.1016/j.paid.2020.109891>). Copyright 2020 by Elsevier B.V.



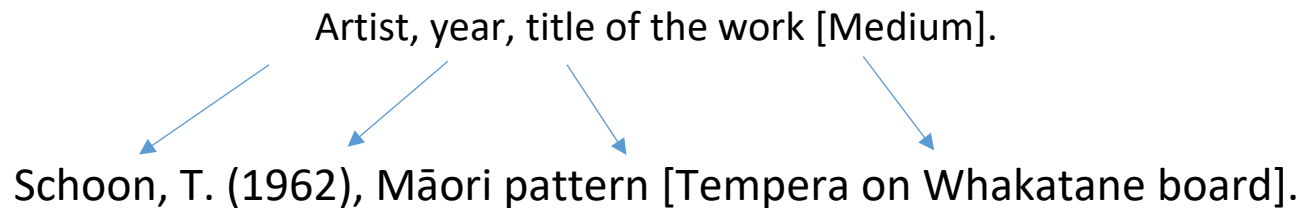


Level 5 examples – Artworks

An explanatory note is required for all artworks reproduced within a student assignment, followed by the source information in the format as specified in the *Publication Manual of the American Psychological Association* (7th ed.). Notes containing source information should follow the guidelines given in previous sections of this guide.

Explanatory notes

The explanatory note for artworks takes the following format:



Artist, year, title of the work [Medium].

Schoon, T. (1962), Māori pattern [Tempera on Whakatane board].

Source format

The reference information you provide will depend on the type of source (journal article, book, webpage, etc.). The format of each source element (author, date, title, and source) will follow the APA style conventions for that source; for example, webpage, journal, and book titles are italicised, and journal article and chapter titles are encased in quotation marks. All titles will be in title case. The order of reference elements, are shown below. Note that Copyright or Creative Commons information is included when available.

From/Adapted from title, by author/s, year, source (doi or URL). Copyright year by Copyright holder / Creative Commons information.

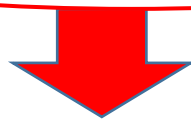
Artwork with complete source information and explanatory note

Figure 10

Blue on Yellow



Note. Walters, G. (1967), Blue on yellow [PVA and acrylic on canvas]. From *A Concise History of New Zealand Painting*, by M. Dunn, 1991, p. 117, Craftsman House BVI. Copyright 1991, 1993 by Michael Dunn.



Note.

- capital letter
- italics
- full stop

Explanatory information

Artist (date), title of artwork [Medium].

Title

- start with “From” or “Adapted from” as appropriate
- present titles in title case
- webpage, journal, and book titles are italicised; journal article and chapter titles are encased in quotation marks
- finish with a comma

Note. Walters, G. (1967), Blue on yellow [PVA and acrylic on canvas]. From *A Concise History of New Zealand Painting*, by M. Dunn, 1991, p. 117, Craftsman House BVI. Copyright 1991, 1993 by Michael Dunn.

Date

- year or n.d. if date not available
- finish with a comma

Authors

- start with “by”
- for individuals, present initials first then last name
- for group authors, present names as given
- three or more names are separated by commas
- write the word “and” before the last name
- finish with a comma

Source

- Title of the source given in the format for that type of reference
- include a page number as you would a quote, if available
- publisher or website name presented according to APA convention for that source (if source is same as author, it is not repeated)
- DOI (or URL if no DOI available) within brackets
- finish with a full stop

Copyright information

- if copyright information is available present in the format: Copyright yyyy by copyright holder’s name
If Creative Commons information is available, present the relevant CC code
- finish with a full stop

Artworks examples

From a book

In the *Note* beneath the figure, give explanatory information in the format artist, year, title of the work [Medium].

This is followed by source information:
From Title of Book in italics and title case,
by author/s of the book, page number,
year of publication of the book, publisher
name (DOI in brackets if available).
Copyright information if available.

Figure 11

Harmony in Red



Note. Matisse, H. (1908), *Harmony in red* [Oil on canvas]. From *50 Modern Artists You Should Know*, by C. Weidemann, and C. Nippe, 2010, p. 56. Prestel Verlag. Copyright 2010 by Prestel Verlag.

From a journal or magazine article

In the *Note* beneath the figure, give explanatory information in the format artist, year, title of the work [Medium].

This is followed by source information:
From “Title of Article in Quotation Marks and Title Case,” by author/s of the article, year of publication, Title of the Journal and volume number in italics, issue, and page number (DOI or URL in brackets). Copyright information if available.

Figure 12

Avenue E. Ducpetiaux 106 – Saint Gilles



Note. Lind-Ramos, D. (2020), *Figura emisaria* [Steel, palm branches, dried coconuts, branches, palm trunk, wood panels, burlap, concrete blocks, glass, aluminium, fabric, and lights]. From “Reviews,” by J. R. Wolin, 2020, *Frieze*, 211, May-June, p. 127.

**From a
website**

In the *Note* beneath the figure, give explanatory information in the format artist, year, title of the work [Medium].

This is followed by source information:

From Title of Webpage in Title Case and italics, by author/s of the webpage, year of the webpage or n.d. if no date on webpage, name of website if different to authors (URL in brackets). Copyright information if available if available.

Figure 13

La Famille Pomare (Tifaifai) (Pa'oti style)



Note. Amaru, A., 1991, *La famille pomare (Tifaifai) (Pa'oti style)* [Commercial cotton cloth and thread in appliqué and embroidered technique]. From *Top 10 Incredible Contemporary Artists From the Pacific Islands*, by C. A. Xuan Mai Ardia, 2016, Culture Trip (<https://theculturetrip.com/pacific/articles/top-10-incredible-contemporary-artists-from-the-pacific-islands/>). Copyright 2020 by The Culture Trip Ltd.

**From an
artist's
own
website**

In the *Note* beneath the figure, give explanatory information in the format artist, year, title of the work [Medium].

This is followed by source information:

From Title of Webpage in Title Case and italics, by author/s of the webpage or webpage name when no other author is given, year of the webpage or n.d. if no date on webpage, name of website if different to author (URL in brackets). Copyright information if available.

Figure 14

Tui Pure



Note. Hanson, S. (n.d.), *Tui Pure* [Acrylic & enamel paint, metallic ink, glass paint, stain, foil, lacquer, and vinyl on Hoop pine plywood]. From *Tui Pure*, by Shane Hansen Artist (<https://www.shanehansen.co.nz/shop/tui-pure>).

**From a
gallery
or
museum
website**

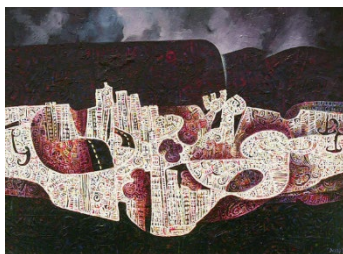
In the *Note* beneath the figure, give explanatory information in the format artist, year, title of the work [Medium].

This is followed by source information:

From Title of Webpage in Title Case and italics, by author/s of the webpage, year of the webpage or n.d. if no date on webpage, name of website if different to authors (URL in brackets). Copyright information if available.

Figure 15

The Mamakus



Note. Nin, B. (1975), *The Mamakus* [Acrylic and fluorescent paint on board]. From *Buck Nin*, by Christchurch Art Gallery-Te Puna o Waiwhetū, n.d. (<https://christchurchartgallery.org.nz/collection/2002-214/buck-nin/the-mamakus>)

**A
photograph
of an
installation
or sculpture
from a
website**

In the *Note* beneath the figure, give explanatory information in the format artist, year, title of the work [Medium].

This is followed by source information:

From Title of Webpage in Title Case and italics, by author/s of the webpage, year of the webpage or n.d. if no date on webpage, name of website if different to authors (URL in brackets). Copyright information if available.

Figure 16

'Etu Iti (Detail)



Note. O'Neill, A., (2006), *'Etu iti (detail)* [Kikau, feathers, raffia, shells, beads, sequins, videotape, recycled plastic, nylon yarn, wire]. From *Te Wheke: Pathways Across Oceania*, by Christchurch Art Gallery-Te Puna o Waiwhetū, n.d. (<https://christchurchartgallery.org.nz/exhibitions/te-wheke>).

**From social
media
(Facebook
post)**

In the *Note* beneath the figure, give explanatory information in the format artist, year, title of the work [Medium]

This is followed by source information:
From “The First 20 Words of the Post, Counting Symbols, Emojis, and Hashtags, etc., in Title Case and Within Quotation Marks,” by author/s of the facebook post, date of the facebook post, Facebook (URL).

Figure 17

Lovloss Series – Sacrifice



Note. Marsone, M. (2018). Lovloss Series – Sacrifice [Oil on board]. From “On Show for the Last Day @Stanekgallery as Part of Disrupted Realism. What a Fantastic Show and Book to be,” by M. Marsone, 2019, December 21, Facebook (<https://m.facebook.com/MeredithMarsoneArtist/photos/a.297695683597881/2968276389873117/?type=3&sfnsn=mo>).

**From social
media
(Instagram
post)**

In the *Note* beneath the figure, give explanatory information in the format artist, year, title of the work [Medium].

This is followed by source information:
From “The First 20 Words of the Post, Counting Symbols, Emojis, and Hashtags, etc., in Title Case and Within Quotation Marks,” by author/s of the instagram post, date of the Instagram post, Instagram (URL).

Figure 18

Tempest



Note. Goodspeed, K. J. (2019), Tempest [Acrylic on wrapped canvas]. From “‘Tempest’ Acrylic on Wrapped Canvas. 400 x 600mm *For Sale.. FM Me for Details 📞📧..... #waves #surf, #breakingwaves,” by kiriart_nz, 2019, November 22, Instagram (<https://www.instagram.com/p/B5KBw6fJd5t/>)

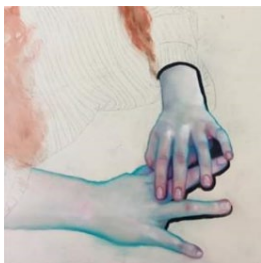
**From social
media -
Work in
progress
(Facebook
post)**

In the *Note* beneath the figure, give explanatory information in the format artist, year, title of the work [Medium]. If the work has not been completed, give the title provided, for example, “Painting Hands: Work in Progress.”

This is followed by source information: From ““The First 20 Words of the Post, Counting Symbols, Emojis, and Hashtags, etc., in Title Case and Within Quotation Marks,” by author/s of the facebook post, date of the facebook post, Facebook (URL).

Figure 19

Painting Hands: Work in Progress



Note. Marsone, M. (2019), *Work in Progress - Emergence* [Oil on board]. From “👉👉 #workingprogress #oilonboard #oilpainting #painting #hands #paintinghands #portrait #contemporarypainting #art,” by M. Marsone, 2019, March 21, Facebook (<https://m.facebook.com/MeredithMarsoneArtist/photos/a.297695683597881/2407888202578608/?type=3&sfnsn=mo>)

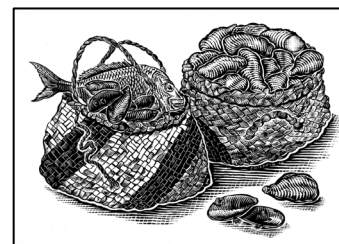
**Your own
photograph
of an
artwork
produced by
someone
else or by
yourself**

In the *Note* beneath the figure, give explanatory information in the format artist, year, title of the work [Medium].

As you are the creator of the photograph, only the explanatory information is required.

Figure 20

Nāu te Rourou, Nāku te Rourou, Ka Ora te iwi



Note. Chiappin, A. (2019), *Nāu te Rourou, Nāku te Rourou, Ka Ora te Iwi* [Limited edition original screenprint. Printed as an edition of 20 on archival Fabriano Tiepolo white 290gsm].

Note Format Exceptions

- Give as much information as is available in a *Note* beneath the figure or table, and present in the format specified in the *Publication Manual of the American Psychological Association* (7th ed.).
- Omit source elements or parts of source elements that are not available. For example, copyright, URL, DOI, title, or page number information may not be available, so omit that part of the source information from the *Note*. When there is no date, use the abbreviation n.d.
- Follow the formatting for the type of source. For example, book, webpage, journal titles in italics, and chapter and article titles within quotation marks.
- If the author and the publisher are the same, such as when a webpage author and website name are the same, omit the publisher information but still include the DOI or URL within brackets.
- All information in the examples that follow relate to both figures and tables.

Examples apply to figures and tables

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~~From/Adapted from title~~, by author/s, year, source (if different to author) (doi or URL). Copyright year by Copyright holder / Creative Commons information (if available).

When the author is the same as the source, omit the source but retain the URL in brackets.

Figure 21

New Zealandia Coat of Arms



Note. From *Coat of Arms*, by Manatū Taonga—Ministry for Culture and Heritage, 2019 (<https://mch.govt.nz/nz-identity-heritage/coat-arms>). Copyright by Crown.

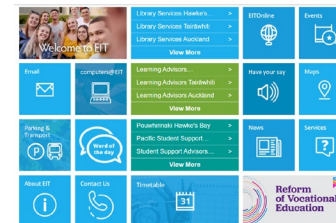
Source is
the same as
the author

No title

If there is no title given to the source, omit the title. This example also has no copyright, and the source is the same as the publisher and is therefore omitted.

Figure 22

EIT Homepage



Note. By Eastern Institute of Technology, n.d. (<https://eit.campusm.exlibrisgroup.com/campusm/home#menu>).

Examples apply to figures and tables

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year, n.d., source (doi or URL).
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Creative Commons information.

From/Adapted from title, by author/s,
year, source (doi or URL). Copyright year
by Copyright holder / Creative Commons
information.

When no date is given on the source document,
use the abbreviation n.d.

Table 9

Size of Wine Industry, Marlborough, New Zealand

Year	Growers	Tonnes
2010	605	183,000
2011	600	244,893
2012	600	188,649
2013	568	251,680
2014	568	329,572
2015	534	233,182
2016	534	323,290
2017	519	-
2018	510	313,038

Note. Adapted from *Key Statistics Snapshot*, by Wine Marlborough Ltd., n.d., Wine Marlborough New Zealand (<http://www.wine-marlborough.co.nz/about-marlborough/key-statistics/>). Copyright 2020 by Wine Marlborough.

No date

**No DOI or
URL**

When there is no URL or DOI, omit the doi or url
and the brackets. However, if a page number is
available, include this after the date.

Table 10

Intervention Goals and Targets

Level	Goals	Targets
Individual	Personal health behaviour	at-risk population
Interpersonal	supportive and enabling behaviours	family, friends, close others
Organisation	policies, programs, practices, facilities, resources	administrators, officials, staff
Community	norms, standards, access, programs, policies, standards, resources	residents, citizens, leaders, advocates
Government	programs, policies, regulations, resources	policy makers, regulators, administrators

Note. Adapted from *Behaviour Theory In Health Promotion Practice and Research*, by B. Simons-Morton, K. R. McLeroy, and M. L. Wendel, 2012, p. 350, Jones & Bartlett Learning. Copyright 2012 by Jones & Bartlett Learning.

Examples apply to figures and tables

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~~Commons information.~~

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year, source (doi or URL). ~~Copyright~~
~~year by Copyright holder / Creative~~
~~Commons information.~~

**No
copyright
information**

**Existing
Image
Credit**

Omit copyright information when it is not available. However, include any information provided on how to credit the image within the note.

Figure 23

Frost on Grapevine



Note. Credit: NZW.Inc.Borthwick.Vineyard.jpg. From *Leaves & Vines*, by New Zealand Wine, 2021
(<https://www.nzwinemedia.com/leavesandvines/?pid=3246882018&id=1&h=MjM0MDE2ODI2MQ>).

**Creative
Commons**

Follow the Creative Commons link associated with the table or figure to locate the relevant Creative Commons code.

Figure 24

Netball



Note. From *Sporting Life*, by University of Nottingham, 2012, Flickr
(<https://www.flickr.com/photos/36509015@N08/6673375913>). CC BY-NC-SA 2.0

Figures and Tables examples from specific sources

Examples apply to figures and tables

From a
book (with
a Note)

Table 11

Cylohexamedione Herbicides (The Dims)

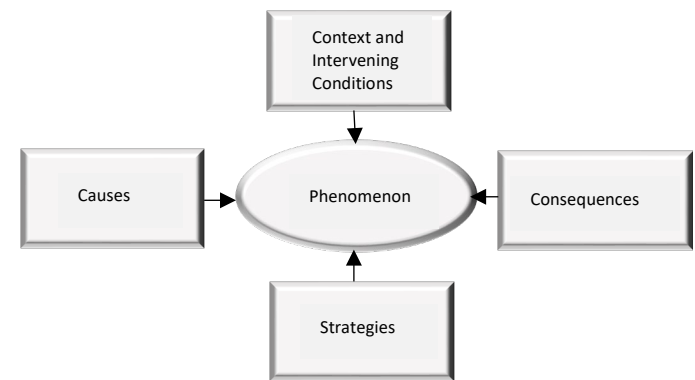
Common	Herbicide name	
	Trade	Applications
Clethodim	Select	Cotton and soybeans
Cycloxydim	Focus/Laser	Cotton, soybeans, and sugarbeets
Sethoxydim	Poast and several others	Soybean, peanut, alfalfa, sugarbeet, sunflower, and cotton
Tralkoxydim	Achieve	Cereal crops; compatible with several herbicides active against dicot weeds, but incompatible with sulfonylureas

Note. In all cases, only annual and some perennial grasses are controlled. From *Fundamentals of Weed Science* (2nd ed.), by R. C. Zimdahl, 1999, p. 312, Academic Press. Copyright 1999 by Academic Press.

From a
book
(without a
Note)

Figure 25

The Paradigm Model



Note. Adapted from *An Introduction to Qualitative Research* (3rd ed.), by U. Flick, 2006, p. 301, Sage. Copyright 2006 by Uwe Flick.

Figure 26

Columbicola Columbae Between Adjacent Feather Barbs



Note. Live *C. columbae* walking on the surface of a feral pigeon wing feather (upper) and inserted between adjacent feather barbs (lower) to escape host preening. From “Rapid Experimental Evolution of Reproductive Isolation From a Single Natural Population,” by S. M. Villa, J. C. Altuna, J. S. Ruff, A. B. Beach, L. I. Mulvey, E. J. Poole, H. E. Campbell, K. P. Johnson, M. D. Shapiro, S. E. Bush, and D. H. Clayton, 2019, *Proceedings of the National Academy of Sciences*, 116(27), p. 13441 (<https://doi.org/10.1073/pnas.1901247116>). Copyright 2020 by National Academy of Sciences.

From a
journal
article (with
a *Note*)

From a
journal
article
(without a
Note)

Figure 27

Flow Diagram for Deciding When to use Blockchain in an IoT Application



Note. From “A Review on the Use of Blockchain for The Internet of Things,” by T. Fernández-Caramés, and P. Fraga-Lamas, 2018, *IEEE Access*, 6, p. 32984 (<https://doi.org/10.1109/ACCESS.2018.2842685>). Copyright 2020 by IEEE.

If the website name and author are the same, omit the website name from the source position of the reference.

Figure 28

Te Pae Mahutonga (Southern Cross Star Constellation): Model of Health Promotion



Note. This model was developed by Mason Durie. From *Māori Health Models – Te Pae Mahutonga*, by Ministry of Health, 2017 (<https://www.health.govt.nz/our-work/populations/maori-health/maori-health-models/maori-health-models-te-pae-mahutonga>). Copyright by Ministry of Health–Manatū Hauora.

From a
webpage
(with a
Note)

If the website name and author are the same, omit the website name from the source position of the reference.

Figure 39

The Accounting Cycle



Note. From *Understanding the Accounting Cycle*, by Absolute Accounting, 2018 (<https://absoluteaccounting.co.nz/the-accounting-cycle/>). Copyright 2020 by Absolute Accounting Solutions Ltd.

From a
webpage
(without a
Note)

Examples apply to figures and tables

From a
proprietary
database -
Lippincott

Figure 30

Cleaning the Puncture Site

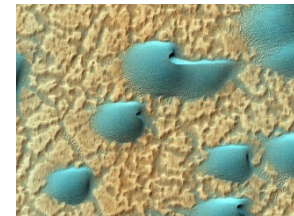


Note. From “Cleaning the Puncture Site,” 2018, by Wolters Kluwer, *Lippincott Procedures (New Zealand Instance)* (<https://bit.ly/2P3oPvM>). Copyright 2019 by Wolters Kluwer Health.

From a
magazine

Figure 31

Field of Dunes on Mars



Note. This field of dunes lies on the floor of an old crater in Noachis Terra, one of the oldest places on Mars. Photograph by NASA. From “Building Blocks of Life Found on Mars,” by M. Greshko, 2018, June 7, *National Geographic* (<https://tinyurl.com/yaa6ey8f>). Copyright 2015-2020 by National Geographic Partners.

From a
newspaper
(without
author)

Table 12

Currency as at 11 June 2020

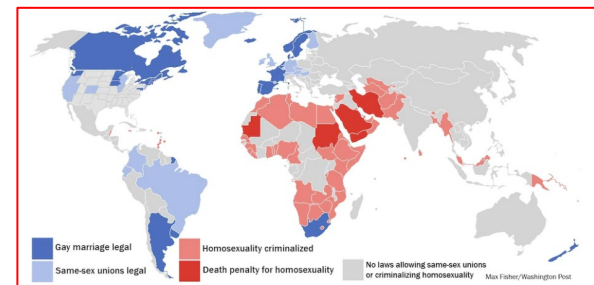
	NZD	AUD	USD	EUR	GBP
NZD	1.0	1.070	1.525	1.738	1.948
AUD	0.934	1.0	1.425	1.624	1.820
USD	0.655	0.701	1.0	1.139	1.277
EUR	0.575	0.615	0.877	1.0	1.120
GBP	0.513	0.549	0.783	0.892	1.0

Note. From “Currency Table,” by *New Zealand Herald*, 2020, June 11 (<https://www.nzherald.co.nz/business/currency-table/>). Copyright 2020 by NZME Publishing.

From a
newspaper
(with
author)

Figure 32

Gay Rights Around the World

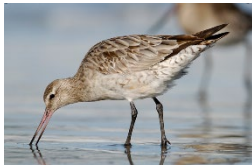


Note. From “40 Maps That Explain the World,” by M. Fisher, 2013, *The Washington Post* (<https://www.washingtonpost.com/news/worldviews/wp/2013/08/12/40-maps-that-explain-the-world/>).

From social
media
(Twitter)

Figure 33

Kuaka/Bar-Tailed Godwit

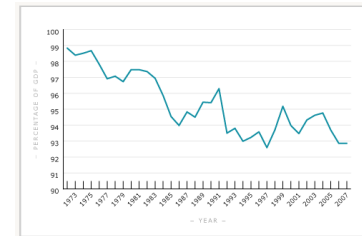


Note. From “There Are Incredible Bird Species That Rely on Wairarapa Moana, Including Kuaka/Bar-Tailed Godwit, Which Breeds in Alaska and Takes,” by Forest & Bird [Forest_and_Bird], 2020, June 5, [Tweet], Twitter. (https://twitter.com/Forest_and_Bird/status/1268675765530292225/photo/1). Copyright 2020 by Twitter.

From an
encyclopedia

Figure 34

Gross National Income as a Percentage of GDP



Note. From “National Income and GDP,” by J. Cope, 2010, Mar 11, *Te Ara – The Encyclopedia of New Zealand* (<https://teara.govt.nz/en/graph/23590/gross-national-income-as-a-percentage-of-gdp>). CC BY-NC 3.0 NZ.

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Images
Posted on
Pinterest

Track Pinterest images to the original source and reference that source. Only reference Pinterest if the image is original to the Pinterest account holder and they have not indicated restrictions on use.

Figure 35

Handcrafted Poi Piu



Note. From “Flax Weaving: Poi Piu,” by L. Olsen, n.d., Pinterest (<https://www.pinterest.nz/pin/319051954844822233/>).

Attribution
Free
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A reference is not required for images identified as attribution free, such as Unsplash or Pixabay; or clipart or images available within software such as MSWord or PowerPoint. You can still add a *Note* at the end of the image if you wish.

Figure 36

Hand Painting



Note. Students were shown this image to encourage the use of the whole hand in creating their hand paint art

References

American Psychological Association. (n.d.). *Clip art or stock image references*. <https://apastyle.apa.org/style-grammar-guidelines/references/examples/clip-art-references#1>

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

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