



Figures and Tables

Referencing Guide

Want more information?

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Presentation of 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, who must be identified in a note beneath the figure, along with other source information, and referenced according 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 in APA format can be made. Figures and tables not requiring attribution are those

- created by yourself
- from a website which states that their images are attribution free
- from clipart or 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.

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 your document. Likewise, **Table 1** is the first table and **Table 2** is the second table within your document.

If your document has chapters, precede the figure or table number with the chapter number. For example, **Figure 1.1** would be the first figure in the first chapter, and **Table 4.3** would be the third table in the fourth chapter.

Labels for figures and tables within appendices should include the appendix identifier. For example, **Figure A3** would be the third figure in Appendix A, and **Table B1** would be the first table in Appendix B.

Head up the figure or table with the word **Figure** or **Table** and the number, in bold. Retain the same line spacing as the rest of your assignment before and after the heading.

Beneath the heading, provide a title. Titles should be brief yet describe the overall content, and be presented in italics and title case.

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 graphical 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.
- Use horizontal lines only (no vertical lines). Include borders at top and bottom of the data section and beneath column headings and spanners (i.e., headings that span more than one column). In large tables, further horizontal borders may be needed to divide sections of data.
- Adopt appropriate line spacing and use of white space to ensure readability and visual appeal.

Referring to Figures and Tables in the Text

Always refer to the figure or table in your text, directing the reader to the key information.

For example:

Table 3 shows the percentage of

The comparison across age groups is depicted in Figure 4

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

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

Adding an Explanatory Note

For figures and tables created by yourself, you may add further explanation in a Note beneath the figure or table.

Copy existing explanatory information from the Note when copying or adapting a figure or table for your assignment.

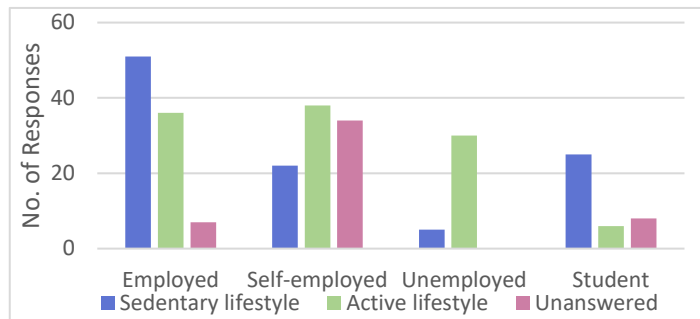
The Note information can be in a smaller font size to the rest of the document if this improves the page layout or the appearance of your figure or table.

Examples: Figures or Tables Created by Yourself or Generated by AI

**Figure
created by
yourself**

Figure 1

Lifestyle According to Employment Status



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 figure

Optional explanatory information

Table created by yourself

Table 1

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

Optional explanatory information

Figure Generated by AI

Only include AI generated images if your tutor has given permission to do so.

Figure 2

AI Generated Image for a Wine Label



Figure number in bold, then double space, followed by title in title case and italics, double line space then the figure.

Explanatory note if required, plus the full source information. See page 6 for how to complete the source information in a note.

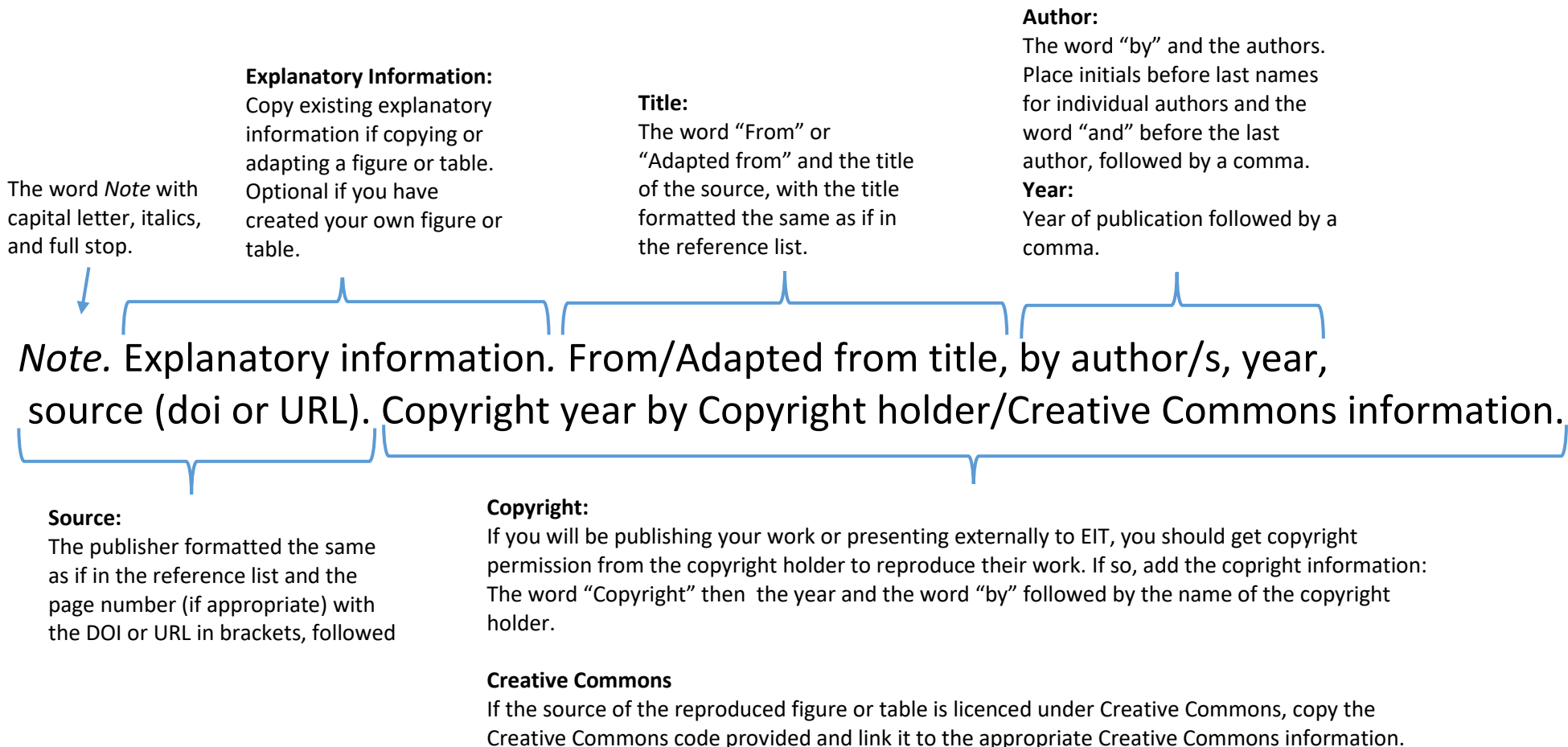
Note. Image is a style mix of art nouveau and abstract expressionism. From *ChaptGPT* (August 8 version) [Large language model], by OpenAI (<https://chat.openai.com/chat>).

This example was kindly supplied by Ngaun Siau, EIT student (Bachelor of Viticulture and Wine Science).

Adding Source Information for Copied or Adapted 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.

Format of a Note



Note Format Exceptions

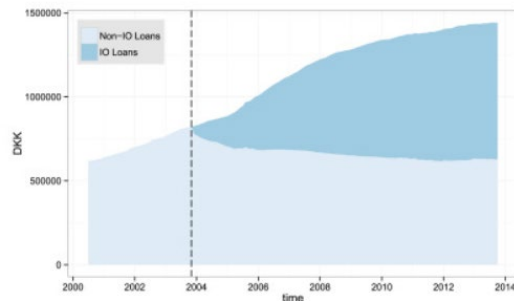
- Give as much information as is available in a *Note* beneath the figure or table, and present in the format specified in the *Publication Manual of the American Psychological Association* (7th ed.).
- Omit source elements or parts of source elements that are not available. For example, copyright, URL, 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.
- If the author and the publisher are the same, such as when a webpage author and publisher are the same, omit the publisher information but still include the DOI or URL within brackets.

Example: Complete Source Information Available

Figure 3 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.

Figure 3

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.

Note.

- capital letter
- italics
- full stop

Title

- start with “From” or “Adapted from” as appropriate
- present titles in title case
- web page, 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 “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.

Copyright information

- if copyright information is required, 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

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 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

Example: “Adapted From” the Source Information

The words “Adapted from” are included at the start of the source information.

Table 2

Energy Intake of Elderly Chinese

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

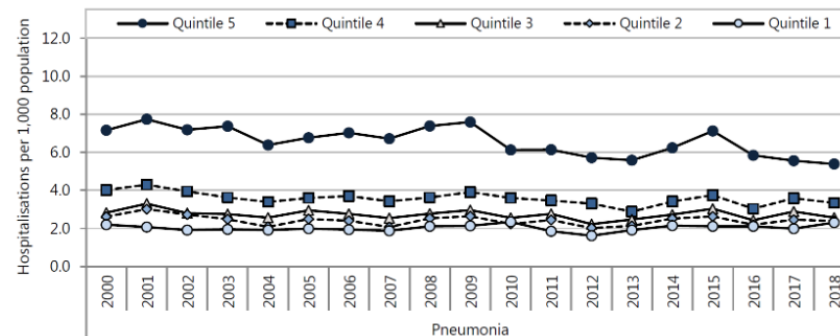
Note. Northern and Southern regions were divided by Qinling Mountain and Huaihe River. Adapted from “Dietary Micronutrients Intake Status Among Chinese Elderly People Living at Home: Data From CNHNS 2010–2012,” by Z. Liu, L. Zhao, Q. Man, J. Wang, W. Zhao, and J. Zhang, 2019, *Nutrients*, 11(8), p. 1787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

Example: Existing Explanatory Note Provided

If an explanatory *Note* is given for a work you have copied or adapted, include the *Note* provided by the author before the source information.

Figure 4

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

Artworks

Cite artwork from a credible location, such as an artist's own website, an art book, an art gallery, or museum. Add a reference in the reference list. In the *Note* beneath the figure, give explanatory information in the format artist, (year), *Title* [Medium]. This is followed by the location of the artwork (e.g., name of gallery and URL or book details).



Explanatory Notes for Artworks

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].

Artworks examples:

From a book	From a gallery or museum website
<p data-bbox="149 873 247 901">Figure 5</p> <p data-bbox="149 941 340 969"><i>Harmony in Red</i></p>  <p data-bbox="149 1247 798 1339"><i>Note.</i> Matisse, H. (1908), <i>Harmony in red</i> [Oil on canvas]. From <i>50 Modern Artists You Should Know</i>, by C. Weidemann, and C. Nippe, 2010, p. 56. Prestel Verlag. Copyright 2010 by Prestel Verlag.</p>	<p data-bbox="1045 873 1144 901">Figure 6</p> <p data-bbox="1045 941 1218 969"><i>The Mamakus</i></p>  <p data-bbox="1045 1263 1900 1347"><i>Note.</i> Nin, B. (1975), <i>The Mamakus</i> [Acrylic and fluorescent paint on board]. From <i>Buck Nin</i>, by Christchurch Art Gallery-Te Puna o Waiwhetū, n.d. (https://christchurchartgallery.org.nz/collection/2002-214/buck-nin/the-mamakus)</p>

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>

McAdoo, T. (2024, February 23). *How to cite ChatGPT* [Blog Post]. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>