

Step by step process to reference an image or table

Own figure/Table

1. Figure/Table + consecutive number
2. Double line space
3. Title in title case and italics
4. Double line space
5. Insert Figure/Table
6. Add *Note*. (optional)

Adapted or copied figure/table

7. Copy any existing *Note* or part of *Note* and finish with a full stop
8. Write words 'From' or 'Adapted from' as appropriate
9. Write the title of the source in appropriate format: Within quotation marks if part of a complete work (e.g., journal article titles), or in italics if a complete work (e.g., book and webpage titles).
Finish with a comma
10. Write the word 'by' then list the authors' names. Place initials first and write the word 'and' before the last author. If a group author, copy the name as provided. Finish with a comma
11. Write the date or n.d. if no date is given. Finish with a comma.
12. Write the source name: Publisher / Website name / Journal name with volume(issue), then page number of the figure or table if available. If source is the same as author, leave out the source and the preceding comma.
13. Insert DOI or URL hyperlink, if available, in brackets and finish with a full stop. If there is no DOI or URL, finish the previous step with a full stop instead of a comma.
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