How do I incorporate figures (images) and tables into my assignment?

This guide is based on APA 7th edition style but if you are writing a PhD or for publication please refer to American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th ed.). American Psychological Association.

What is a figure?

Figures could be photographs, drawings, illustrations, charts, graphs or any other non-textual depiction.

What is a table?

Tables are characterised by row and column structure and are listed separately.

Figures and Tables should serve a purpose rather than be purely illustrative.

Do I need to include a List of Figures and a List of Tables?

No, if your assignment does not have a Contents page, which is likely if you are writing an essay.

Yes, if your assignment has a Contents page, which is likely if you are writing a dissertation or other major project. The List of Tables and Figures will follow on a separate page after the Contents page. It will look like this:

List of Tables and Figures

Tables

Table 1   Title of Table

Table 2   Summary of Primary SBM Archetypes Used by Companies

Figures

Figure 1   Title of Figure

Figure 2   Your Library Search Engine, Promotional Sketch

How do I incorporate figures and tables into my assignment?

Refer to the figure or table by the figure or table number and tell your reader what to look out for, e.g. "The sketch shown in Figure 2, suggests that Discovery is the main library search engine; notice how many source types are included."

Position the figure or table after a full paragraph. APA suggests they are aligned with the left margin.

Figure number or table number in bold sequential numbering.

Double line space

Title of Figure or Table in Italic Title Case - succinctly describe the image or table or use the title from the original source.

The figure or table – if a key or legend is included, position them within the borders of the figure or table. Ensure they are readable.

Note. In italics followed by a full stop. In standard typeface, include details of the source. Add the word "From" followed by the in-text citation - author, date, page number, if available. You can also include additional information about the contents, for example, definitions of abbreviations or copyright information.
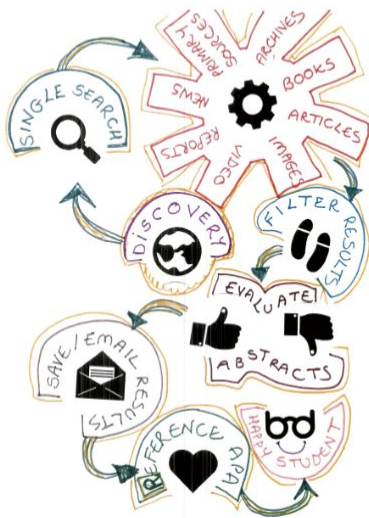
The full reference for the table/figure is then included in your Reference List along with all other sources you have cited in the text of your assignment.

The example, Figure 2, shows an image taken from a blog post:
Figure 2

Your Library Search Engine, Promotional Sketch

Note. From Creative Arts, 2018.

The full reference is listed in the Reference List:

Creative Arts. (2018, July 23). What do librarians do in the summer? *University of Portsmouth: Liblog.* http://www.liblog.port.ac.uk/blog/2018/07/22344/

The example, Table 2, shows a table taken from a journal article:

Table 2

Summary of Primary SBM Archetypes Used by Companies

Number of companies	Number of sustainable business models that fully match the eight archetypes
4	6
12	5
13	4
12	3
23	2
38	1
102	0
Total: 204 companies	

Note. From Ulvenblad and Tell, 2019, p. 10.

The full reference is listed in the Reference List:

Ulvenblad, P., & Tell, J. (2019). An overview of sustainable business models for innovation in Swedish agri-food production. *Journal of Integrative Environmental Sciences, 16*(1), 1–22. https://doi.org/10.1080/1943815X.2018.1554590

What do you mean by in-text citation?

This is the author, date and page number (if you have one) of the source where you found the figure or table. Just like any other source within your essay, the full reference is included in your reference list. If you found the figure or table in a journal article, follow the guidance for referencing an article. If you found it on a webpage, reference the webpage. If the image is a film still, reference the film.

Where do I find how to reference my source properly?

Visit the referencing page on the library website.

What if the figure or table is my own creation?

You do not need to include an in-text citation within the *Note* field. Leave out the word *Note* if it's not needed.

What if I have adapted a figure or table from the original source?

Simply put the words "Adapted from" in front of the citation.

What if I have amalgamated several sources into one figure or table?

Say "Adapted from" and include all citations.

For complicated tables and figures, if needed, you can

a) include citations within your table by adding Author (Date). A note is no longer required. See Table 3.

b) differentiate between sources by using a, b, c in your table. You can then list your citations after each letter in a note. This is helpful for complicated tables using data from many different sources. See Table 4.

Table 3

Justification of Use of Instagram for Marketing

Study	Result
Phillips et al. (2020)	31.9% of UK Instagram users in March 2020 were aged 25-34
Hennigan (2019)	50% of Gen Z consumers check Instagram many times each day
Clapp (2019)	69% of 13-17 year olds with internet access check Instagram daily

Table 4

Business Start-ups Average Risk Rating

	...	...	...
...	0.001^a	0.03^b	0.012^c
...	0.01	0.04	0.23
...	0.2	0.12	0.48

Note. These figures are approximated depending on the use of …
[a] From Smith (2018, p.2). [b] From Central Bank (2019). [c] This number represents… From …