Tables

The purpose of tables is to present data in the paper, especially directly relevant information that would be hard to explain in written text.

Tables in research papers may be produced in three ways:

- Create a table with original data
- Design a table from published data you have gathered
- Copy a table you have found in your research

Tables are characterized by a row-column formation. Some general terms and strategies can be helpful when using tables:

- When a paper contains both tables and figures, number each separately.
- Table number: Tables are numbered using Arabic numerals consecutively throughout the paper. Table numbers are located on the left above the table and title in non-italicized text.
- Table title: The title should concisely describe the content of the table. The title is italicized and located on the left above the table, with all important words capitalized; e.g.: Predictors of Reaction Times
- Horizontal lines are placed above and below the table, as well as below all column headings. Vertical lines are generally not used. See p. 141 of the Publication Manual for more guidance.

**Citing in References:** Tables in APA are generally placed after the References page but before figures and appendices. Consult your instructor for preferred table placement.

**Citing In-Text:** Provide a parenthetical insertion within the text of the paper at the point where you wish the reader to refer to the table; e.g.: (see Table 1).

If you are not using original data, a source citation must be included.
Figures

The purpose of figures is to present visual information directly relevant to the content of the paper, especially information that would be hard to explain in written text. Data for the figure may be based on your own original research or on data from published sources.

A variety of figures can be used to clarify ideas:

- Bar graphs
- Line graphs
- Charts (pie charts, flow charts, organizational charts)
- Diagrams, maps and drawings
- Photographs

Some general terms and strategies can be helpful when using figures:

- When a paper contains tables and figures, number each separately.
- Figure number: Figures are numbered using Arabic numerals consecutively throughout the paper. Figure numbers are located below the figure in italicized text.
- Figure caption: The caption should concisely describe the content of the figure. The caption is not italicized, appears after the figure number, with only the first word and proper nouns capitalized; e.g.: Reported cases of child abuse in Michigan, 2006.

* Citing in References: Figures in APA are generally placed after the References page and tables, but before any appendices. Consult your instructor for preferred figure placement.

* Citing In-Text: Provide a parenthetical insertion within the text of the paper at the point where you wish the reader to refer to the figure; e.g.: (see Figure 1).

If you are not using original data, a source citation must be included.