Purpose of this Lecture

- Basic information about the effective use of tables and figures.
- See the *APA Publication Manual* for detailed guidelines on creating tables and figures.
Topics for this Mini-Lecture

- What is the difference between a table and a figure?
- When do you use a table or figure?
- How does copyright affect the use of a table or figure?
- How do you prepare a table or figure?
- How do you integrate a table or figure properly into a paper?
- Where do you place tables and figures in an APA manuscript?
- Can the table or figure be understood on its own?
What is the Difference Between a Table and a Figure?

- A table is a set of data arranged in rows or columns. The data is usually numbers but can be text.
- A figure is any other type of illustration other than a table, including a chart, graph, photograph, drawing, or other depiction (APA, 2001, p.176).
<table>
<thead>
<tr>
<th>Problem Area</th>
<th>Frequency</th>
<th>Influence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mean</td>
<td>SD&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
<tr>
<td>References (Documentation)</td>
<td>3.23</td>
<td>1.07</td>
</tr>
<tr>
<td>Tables &amp; Figures (Graphics)</td>
<td>3.00</td>
<td>0.98</td>
</tr>
<tr>
<td>Mathematics &amp; Statistics</td>
<td>2.81</td>
<td>0.99</td>
</tr>
</tbody>
</table>

*Note.* Values are the mean of reported scores on a 5-point scale (1 = *none*, 5 = *a lot*). A frequency score of 3 indicates a fairly common occurrence; an influence score of 2 indicates some influence on the decision to accept or reject a paper. Adapted from "The Elements of (APA) Style: A Survey of Psychology Journal Editors," by B. W. Brewer, C. B. Scherzer, J. L. Van Raalt, A. J. Petitpas, and M. B. Andersen, 2001, *American Psychologist, 56*, p. 266.

<sup>a</sup>Standard deviation.

Figure 4. Safe descent route, Andrews Glacier, Rocky Mountain National Park. The small dot above the red line is a party starting the 150 m vertical descent. Right (north) of the crest of the glacier the slope drops dangerously into rocks. Doc Scribe photo.

When Do You Use a Table?

- To show large amount of data in a small amount of space.
- To show exact numerical values when someone may want to look up a specific value.
- To arrange data in an orderly manner to allow for comparisons (APA, 2001, p. 147)
When do you use a figure?

- Use graphs to show relations in a set of data at a glance. Example: bar graph
- Use charts to show the relations between the part to the whole: Example: organizational chart
- Use charts to show the sequence of operations in a process. Example: flow chart (APA, 2001, pp. 178-179).
When do you use a figure? (cont.)

- Use dot maps to show population density. Example: *State map showing population trends*.
- Use shaded maps to show averages or percentages. Example: *State map showing rainfall totals*.
- Use drawings to emphasize some aspect of an object. Example: *Cut away view of a mechanical object*.
- Use photographs to present a real-life image. Example: *Changes in glacier size over time*.
How Does Copyright Affect the Use of a Graphic?

- I think you can use a graphic from a copyrighted source for a one-time use in a student paper if you carefully document the source of the graphic.

- You must get permission from the author of a copyrighted source to use a graphic in an article that is published in a journal or magazine. You must add a permission note to the graphic (APA, 2001, p. 174).
How Do You Prepare a Table?

- Put each table on a separate page.
- Number all tables with arabic numerals consecutively in a paper or chapter.
- Type the table number flush left.
- Type the title of the table under the table number flush left in Italic type.
How Do You Integrate a Table Into Your Paper?

- Use a table to supplement the text.
- In the text, refer to every table.
- Refer to the table specifically by number.
- Tell the reader what to look for.
- Discuss the highlights of the table (APA, 2001, pp. 154-155).
Where Do You Place Tables in an APA Manuscript?

- Manuscript for publication
  - In this order: references, appendixes, footnotes and notes, and tables.

- Final manuscript (thesis and dissertation).
  - Figures and tables are frequently incorporated at the appropriate point in text as a convenience to readers” (APA, 2001, p.325).
How Do You Prepare a Figure?

- For publication, follow the journal’s requirements for submitting a computer file and/or a high quality laser print.
- Put each figure on a separate page.
- Number all figures consecutively with arabic numerals throughout the article or chapter.
- Write a caption for each figure. This caption will serve as both an explanation of the figure and as the title (APA, 2001, pp. 198-199).
How Do You Integrate a Figure Into Your Text?

- Use a figure to supplement the text.
- In the text, refer to every figure.
- Refer to the figure specifically by number.
- Tell the reader what to look for.
- Discuss the highlights of the figure (APA, 2001, pp. 154-155).
Where Do You Place Figures in an APA Manuscript?

- Manuscript for publication
  - Type all captions on a single sheet labeled Figure Captions
  - Type notes about sources and permission notes on a separate Notes page.
  - Place Figure Captions and Figures after tables (APA, 2001, p. 302).

- Final manuscript (thesis and dissertation).
  - Figures and tables are frequently incorporated at the appropriate point in text as a convenience to readers” (APA, 2001, p.325).
  - Put captions below the figures.
  - Include notes about the source of the figures and permission to use the figures.
Can the Table or Figure be Understood on Its Own?

- **Remember:**
  - Some readers look only at the illustrations.
  - Most readers remember content in illustrations more readily than content in the text.

- **Therefore:**
  - Give a table a clear title and headings. Explain all abbreviations.
  - Give a figure a caption that makes clear what you want to the reader to notice in the figure.
Final Suggestions

- Use tables and figures only when needed to convey information.
- Do not use illustrations to “embellish” your paper.
- Make sure that each table and figure contains only the information needed to make your point.
- Do not waste ink to decorate a graphic; you will only confuse the reader.
Questions?

- Please see the following textbook: