

Tables and Figures

A table generally refers to numerical data or textual information presented in a column format. All graphs, charts, line drawings, maps, photographs, plates, or other graphic material are considered figures and are all numbered as “figures.” All figures and tables must be clear and legible. Remember that the microfilmed, archival version of your thesis will only be in black and white as you select or design your images and figures.

Font

- The font used *within* a figure or table may vary from table to table and from figure to figure.
- The font size and style used for the page number on figure and table pages matches the page numbers on text pages (the position of the page numbers is also the same as on text pages).
- No hand lettering is used within figures or tables.

Captions

- Use a consistent format for captions (same font size, typeface, capitalization, bold, spacing, and consistent punctuation after figure or table numbers and at the end of captions).
- If a caption is longer than one line, use consistent line spacing (single space is okay) and consistent indent or centering of subsequent lines of the caption.
- Number figures and tables in separate but continuous series of numbers throughout the text (e.g., 1, 2, 3, etc.) or by chapter (e.g., 1.1, 1.2; 2.1, 2.2, etc.).
- Show the figure/table number on every page of a figure/table that extends to more than one page; on subsequent pages use the word “continued” in place of the main description.
- Show captions facing in the same direction as the corresponding figure/table.

Size

- Use the same minimum margins for figures and tables that are required for text (left and top, 1.25"; right and bottom, 1").
- You may reduce (or enlarge) a figure or table to fit on a page as long as the caption and page number remain the same size as others in the document. Reducing the font size of the contents of a table is especially useful when a table is too wide or too long to fit on a page.

Oversized Tables and Figures. When it is impossible to fit an entire table or figure with its caption on a standard-sized page, use a continuing page if table is too long, a facing page if the table is too wide, or an oversized page.

Use a *continuing page* for a table that is too *long* to fit on one page (see Figure 1) or a figure that will not fit on only one page. Insert the word “(continued)” after the table/figure number instead of the full caption on second and subsequent pages. Put all notes/footnotes on the first page.

Landscape Pages

Landscape pages are those where the material is placed sideways on a page (see Figure 2). Landscape orientation should be used only when the material is wider than the 6.25" maximum width that fits on normal, vertical pages.

- Be sure the top of the table or figure is at the binding edge of the document.
- Change the margins so that when the page is inserted into the document, the margins conform to regular thesis margins requirements relative to the binding edge (the right edge of the image becomes the top of the page when inserted in the document, so that margin must be at least 1.25"; the left edge of the image becomes the bottom edge when inserted in the document, so that margin may be reduced to 1").
- Number the page in exactly the same location and font style and size as all of the other pages.

Table Specifics

In addition to the general elements stated above for figures and tables, use the following suggestions specifically for table format (see Figures 1 and 3):

- Placing the table caption above the table is required in most style manuals.
- Line up numerical data by decimal place and center headings above columns of numbers.
- Left justify passages of text within tables and left justify column headings above columns of left-justified text.
- Number notes in a table independent from footnotes in the text and from notes in other tables, use lowercase letters or numbers (except for significance levels which use asterisks) for table notes, and number table notes in the order they appear from left to right (not by columns).
- For a table that is longer than a single page, place table notes at the bottom of the first page of a table beneath a footnote line (1.5"-2" long) and use a bottom table line only at the very end of the table.

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Table 1. Demographics of study sample^a

	Number	Percent
Age (years)		
15-20	56	11.2
21-25	179	35.8
26-30	165	33.0
31-35	94	18.8
36-40	6	1.2
Gender		
Male	239	47.8
Female	261	52.2
Marital status ^b		
Married	300	60.0
Single	142	28.4
Separated	14	2.8
Divorced	36	7.2

^aN = 500
^bTotal number and percentage values don't equal 500 and 100, respectively, due to non-responses.

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Table 1. (continued)

	Number	Percent
Religious preferences		
Protestant	312	62.4
Catholic	135	27.0
Jewish	15	3.0
Moslem	12	2.4
Other	26	5.2
Religious service attendance		
More than once a week	6	1.2
Once a week	165	33.0
Once every two weeks	94	18.8
Once a month	56	11.2
4-11 times a year	90	18.0
1-3 times a year	48	9.6
Less than once a year	41	8.2

Figure 1. Sample table—continuing onto a second page (use a bottom table line only at the very end of the table; if the table has no notes at the bottom of the first page of the table, delete the footnote line)

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Table 1. Demographics of study sample^a

	Number	Percent	Total	Per. %
Age (years)				
15-20	56	11.2	312	47.8
21-25	179	35.8	135	27.0
26-30	165	33.0	15	3.0
31-35	94	18.8	12	2.4
36-40	6	1.2	26	5.2
Gender				
Male	239	47.8	261	52.2
Female	261	52.2		
Marital status ^b				
Married	300	60.0		
Single	142	28.4		
Separated	14	2.8		
Divorced	36	7.2		
Total	500	100.0		

^aN = 500
^bTotal number and percentage values don't equal 500 and 100, respectively, due to non-responses.

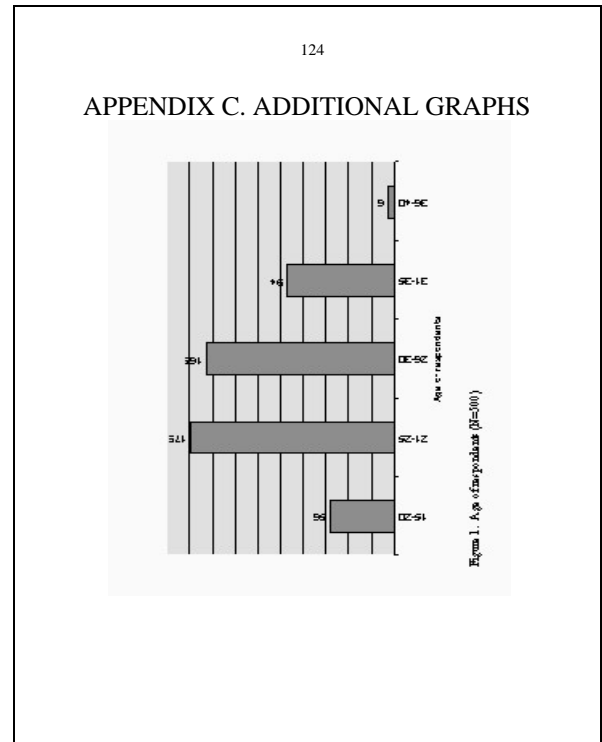


Figure 2. Sample landscape pages (the top edge of the table or figure is at the binding edge, but the page number and if there is a “top level” (chapter) heading, it is in the regular position to match the non-landscape pages; the caption always faces in the same direction as the image).

Figure Specifics

In addition to the general elements stated earlier for figures and tables, the following are suggestions specifically for figure format (see Figure 4):

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Table 1. Demographics of study sample^a

	Number	Percent
Age (years)		
15-20	56	11.2
21-25	179	35.8
26-30	165	33.0
31-35	94	18.8
36-40	6	1.2
Gender		
Male	239	47.8
Female	261	52.2
Marital status ^b		
Married	300	60.0
Single	142	28.4
Separated	14	2.8
Divorced	36	7.2

^aN = 500
^bTotal number and percentage values don't equal 500 and 100, respectively, due to non-responses.

Figure 3. Sample table—regular with table notes

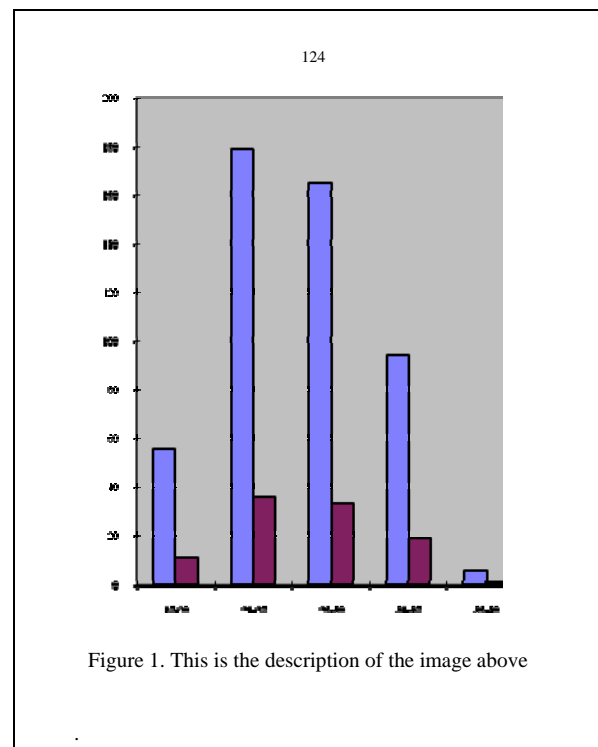


Figure 4. Sample figure—full page

- Placing the caption below the image is required in most style manuals.
- Make sure that the final versions of figures are of good quality (good resolution with no shadows or extraneous marks) and easy to read.

Photographs: Insert the black and white and/or color photograph from a computer file into your document. The photo may need to be reduced in size since the image must fit within standard thesis margins and it must show a page number in exactly the same location, font, and size as the other page numbers, without other text in the location of the page number.

Table and Figure Placement

A table or figure may be included on the same page as text, on a separate page with no text, or at the end of the chapter in which it is first referred to. Keep in mind that, although it is more difficult to format, placing figures and tables as they are discussed in the text makes it easier for the reader to refer to it while reading the related text.

If including figures or tables within the text as they are discussed, it is often easier to insert them after you are done with the writing and major editing of the text (keep them on separate pages or in a different file while you are writing and editing the text). Once you are done with the writing and the major editing, insert each figure or table as soon as possible after its first point of reference in the text (although on occasion, the figure or table may appear immediately above the first point of reference) using the following guidelines:

- If a table or figure takes up most of the page, you may leave the rest of the page blank (you may want to center such table or figure between the right and left page margins).
- Don't split a table or figure that is smaller than a full page in length.
- Insert extra space between text and the table/figure. The amount of space inserted should be consistent throughout the document.

- Fill in pages that contain both text and table or figure: 1) Find the first place a figure or table is referred to in the text; 2) If there is enough room on the page, insert the table/figure at the bottom of the page; 3) If there is a gap left on the page, bring up text from the next paragraph(s) to fill in the white space on the page. This is what is done in books and journals
- If a figure or table will not fit on the page where the first reference to it appears, move the figure or table to the top of the next page and fill in the white space on the previous text page with text that would normally come after the figure/table.
- If inserting a table or figure within a paragraph, completely fill in the line of text preceding the table or figure.
- On a page containing both text and one or more figure(s)/table(s), try to group all the text on that page in one place (i.e., avoid leaving one, two, or three lines of text above, below, or between figures and tables.