

Formatting Tables and Figures

Definitions

- The word **“Table”** designates tabulated numerical data used in the body of the thesis/dissertation and in the appendices. Tables consist of an arrangement of facts, numbers, and values in an orderly sequence usually in rows or columns.
- The word **“Figure”** designates all other nonverbal material used in the body of the thesis/dissertation and in the appendices, such as charts, graphs, maps, photographs, plates, drawings, diagrams, etc.

Captions for Tables and Figures

- Every table and figure must bear a table or figure number and caption.
- The captions as they appear with the tables and figures must be identical in every way with their listing in the preliminary pages.
- If the caption is too long to be placed below the figure, a facing page may be inserted (see page 11 on formatting a facing page).

Preparation of Tables and Figures

- Tables and figures must be of professional quality, fully legible and amenable to microfilming without loss of information.
- Tables and figures must be flawless and cannot reveal distinct lines that pass through letters or words.
- Diagrams, drawings, figures, etc. must be sufficiently clear, sharp, and large enough to be easily readable and suitable for microfilming (see font samples on page 25).
- Computer printouts to be used as tables or figures must be given numbers and captions.
- Large tables or figures must be reduced to standard 8.5"x 11" size or placed on **oversize**, 11" x 17" paper, and inserted as a fold-out (see **Instructions for Oversize Tables and Figures** on page 11).
- All tables and figures, including the caption, must meet margin and font requirements.
- Photographs smaller than 8.5" x 11" should be firmly mounted with **rubber cement**. Photo mounting corners, transparent tape, or staples are not acceptable.

Options for Color Images

- In copies and on microfilm all colors appear as shades of gray, at best, and some colors disappear. Cross-hatching may be necessary to symbolize color distinctions.
- Color images that will not reproduce as true copies when microfilmed may be submitted if the student completes a form provided by the Graduate School and secures the signatures of the major professor, chairperson of the department and the associate dean of the college. When using this option, students must include a sentence in Methods and Materials, Results, or Figure Legends that states, **“Images in this thesis/dissertation are presented in color.”** Anyone receiving a black and white copy would then be alerted to the fact that information in the images would not match the accompanying text.

Other Images

- Photocopies of maps, nautical charts etc. are acceptable if the images are clear and suited for microfilming without loss of the information needed to support the text of the thesis/dissertation. For these images, small print is acceptable, but only if the information is not necessary to support the text of the thesis/dissertation.
- Photocopies of unique pictures and documents obtained from books, magazines and newspapers are acceptable if the images are clear and suited for microfilming without loss of the information needed to support the text of the thesis/dissertation. **However, photographic reproduction of the images – rather than photocopying- is strongly recommended and often needed to produce acceptable results.**

- **Prior to deadline week bring your document for a preliminary check by the Graduate School to ensure that all the images included in your thesis/dissertation are acceptable.**

Oversize Tables and Figures

- If charts, graphs, maps, diagrams, etc. are unable to be presented on 8.5" x 11" paper, they may be placed on 11" x 17".
- Paper and margin requirements must be met.

Instructions for Oversize Tables and Figures

1. Place oversized table or figure on 11" x 17" paper. Make sure there is a 1.5" margin on the left, 1" on top and bottom and at least 3" on the right.
2. Trim 2" from the right margin.
3. Lay oversized paper with the table/figure on top of a standard 8.5" x 11" sheet of paper.
4. Fold oversized paper from right to left .5" in from the right edge of the bottom sheet of paper.
5. Page number will appear centered at the bottom of 8.5" x 11" left section of oversized page.
6. For assistance, consult the Graduate School staff.

Placement of Tables and Figures

- Tables and figures are inserted as near as possible to the text they illustrate or may be placed in the appendices.
- Tables and figures may appear on the same page with text and two or more small tables or figures may be placed together on a single page, providing that margin requirements are met.
- Wide tables or figures may be placed landscape/broadside providing that margin requirements are met. Table 1 (page 5) of this Formatting Guide serves as a sample of a landscape/broadside presentation of a wide table.
- Page numbers for landscape/broadside tables or figures must be placed at the 8.5" bottom of the page rather than the 11" side (see sample on page 5).

Numbering of Tables and Figures

- Tables/figures are numbered in separate series.
- Each series is numbered consecutively. For example:

Figure 16	Figure 17
Table 16	Table 17

Note: Other systems of numbering may be required or strongly preferred by some departments. Those systems are acceptable if used consistently.

- If any table continues onto subsequent pages, the caption is not repeated and the top line should read:

Table 16 (cont'd).

- The page on which the table/figure appears is numbered consecutively with the main text.
- This page number is used in the List of Tables or List of Figures.

Citations of Tables and Figures

- When making reference to a table/figure in the body of the text, the full word and number should be used, thus:

Figure 53 Table 26

Facing Pages of Tables and Figures

- A facing page is a page that faces another page that includes a table or a figure. A facing page is used to present caption information that is too long to be placed on the same page as a table or a figure.
- The caption is centered, top to bottom, on the facing page.
- The facing page then faces the table/figure.
- Margins for this page are:

Top, Bottom, Left: 1"
Right: 1.5" (extra space is
needed for the
binding)

- The number of the table/figure must appear both with the caption and the table/figure.
- Page numbers are placed consecutively on the facing pages just like on all other pages of the text .5" from bottom. For landscape/broadside facing pages, the page number is placed at the 8.5" bottom of the page rather than the 11" side.