APA Style: Tables & Figures

Adapted from the Publication Manual of the American Psychological Association, 6th ed.
For complete information on how to format tables and figures, please refer to the APA Publication Manual, 6th ed.

WHY USE TABLES & FIGURES (pp. 125-126)

- Tables and figure emphasize, or explain key information in your assignment
- They display data by summarizing, organizing, and condensing information
- Tables and figures add visual appeal to your assignment, if used properly
- Tables and figures act as supplementary material, and should not duplicate information written in-text

APA STYLE TABLES & FIGURES IN-TEXT (p. 130)

- Discuss the main points of the table or figure in the body of your written assignment
- Explain to the reader why the table or figure is important
- Number tables and figures in-text in consecutive order:
  
  Example: As shown in Table 1....

- Tables and figures displayed in appendices should be numbered in consecutive order with the letter “A” to represent “Appendix”:
  
  Example: “Figure A1” is the first figure in your Appendix

HOW TO FORMAT TABLES IN APA STYLE (pp. 125-150)

<table>
<thead>
<tr>
<th>Table 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Median Total income of Families in Ontario</td>
</tr>
<tr>
<td>Year</td>
</tr>
<tr>
<td>--------------</td>
</tr>
<tr>
<td>2008</td>
</tr>
<tr>
<td>2009</td>
</tr>
<tr>
<td>2010</td>
</tr>
<tr>
<td>2011</td>
</tr>
<tr>
<td>2012</td>
</tr>
</tbody>
</table>

Note: The APA Publication Manual doesn’t have a specific note for citing Canadian statistics. Ask your instructor if he/she has a preferred style for citing statistics. Adapted from Statistics Canada. (2014). Median total income, by family type, by province and territory. (Table No. 111-00130). Retrieved from http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/famil100a-eng.htm

General note contains the source citation in APA Style

HOW TO FORMAT TABLE NOTES IN APA STYLE\(^1\)(pp. 138-140)

- Table notes appear below the data (see above example). There are three types of tables notes:
  - **General note**: Highlights general information about the table, including citation information. Use the word “Note:” beneath the table to indicate the beginning of a general note.
  - **Specific notes**: Refers to columns, rows, or cells in the table. Use superscript lowercase letters to indicate specific notes. List superscripts in alphabetical order (see above example). **Example**: \(^a\)Data rounded to the nearest decimal.
  - **Probability notes**: Indicates how symbols like the asterisk are used in a table.
    - **Note**: See section 5.16 in the *APA Publication Manual* for more information about probability notes.

HOW TO FORMAT FIGURES IN APA STYLE\(^1\)(pp. 150-167)

**Did you know!**
If you are using tables and figures from books and articles, they are copyright-protected. However, fair dealing in the copyright law permits students to copy up to 10% of a work for their assignments. Permission from copyright holder would be required otherwise. For more information, check out Sheridan Library’s Copyright Services Guide for students: [http://sheridancollege.libguides.com/copyright](http://sheridancollege.libguides.com/copyright)

- Consult the *APA Publication Manual* as rules for each figure type may vary, or ask your instructor if he/she has a preferred style for citing figures.
- Position the figure in the body of your assignment, or display the figure in your appendix
- Number the figure in consecutive order
- Figures should have a brief, but descriptive title
- Display a legend below, or beside the figure:
  **Example**: \[\text{Budget}\]
- Create a caption which serves as the figure title, and explanation of the figure:
  **Example**: *Figure 4*. Graph of an operational budget between the years 2012 to 2015.
- Include citation information in the caption (see below example)

![Figure 5: Operational Budget Overview](image.png)

**Figure 5**: Graph of an operational budget between the years 2012 and 2015. Adapted from...