AMA Style: Tables & Figures\(^1\)

Modified from the American Medical Association Manual of Style, 10th ed. For complete information on how to format tables and figures, please refer to the AMA Manual of Style, 10th ed.

### WHY USE TABLES & FIGURES\(^1\) (pp 81-82)

- 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

### 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

### HOW TO FORMAT TABLES IN AMA STYLE\(^1\) (pp 82-97)

- Position the table in the body of your assignment
- Tables should be numbered consecutively (Example: Table 1, Table 2, Table 3, etc.)
- If your assignment contains only one table, label it “Table”
- Create a brief, but descriptive title
- Tables occupying more than one page should be reformatted into 2 smaller tables
- Tables may contain footnotes to convey information about the data
- Represent footnotes with superscript lowercase letters in alphabetical order
  
  *Example:* \(a, b, c, d\)

- List footnotes below the table, and place each footnote on its own line
- Tables may contain superscript Arabic numerals to indicate citations
- List citation footnotes in numerical order, and provide the citation in your references

*Example citation footnote:* \(^b\)Adapted from…

| Table 1: Exposure to Second-Hand Smoke in Ontario Between 2010 – 2013\(^a\) |
|----------------------|-----------------|-----------------|
| **Yr.** | **Males\(^c\)** | **Females** |
| 2010 | 235,693 | 216,898 |
| 2011 | 209,011 | 226,537 |
| 2012 | 178,326 | 207,338 |
| 2013 | 160,488 | 204,332 |

\(^a\)Abbreviation: Yr., Year.

\(^b\)Data adapted from Statistics Canada.

\(^c\)The AMA Manual of Style doesn’t have a specific rule for citing Canadian statistics. Ask your instructor if he/she has a preferred style for citing statistics.

Display table number & descriptive title

List footnotes in alphabetical order, and write them in complete sentences, or short phrases

Use upper and lower case letters for table titles

Use superscript numerals to indicate citations & cite the source in your reference list
Did you know!
Types of figures include graphs, charts, diagrams, maps, scatterplots, illustrations, photographs, and much more. Consult the *AMA Manual of Style* 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
- Figures should be numbered consecutively
  **Example:** Figure 1, Figure 2, Figure 3, etc.
- If your assignment contains only one Figure, label it “Figure”
- Figures should have a brief, but descriptive title
- A legend or caption is displayed below, or beside the figure to describe its contents
- A legend or caption is typically written in 40 words, or less
- Figures may contain superscript Arabic numerals to indicate citations
- List superscript citations in numerical order, and provide the full citation in your reference list
  **Example citation in legend:** Adapted from…
  Data from...
  Reproduced with permission from…

**Figure 1:** Map of Medical Centres in Toronto, Canada

Ask your instructor if he/she has a preferred style for citing sources in figures. Data from Google Maps

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