MLA Style: Tables & Figures

Modified from the MLA Handbook for Writers of Research Papers, 7th ed.
For complete information on how to format tables and figures, please refer to the MLA Handbook, 7th ed.

WHY USE TABLES & FIGURES

- 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

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

MLA STYLE TABLES & FIGURES IN-TEXT

- Position a table or figure in the body of your written assignment
- Explain to the reader why the table or figure is important
- Label the table and figure in numerical order: Example: Table 1, Table 2, Fig. 1, Fig. 2
- Refer to the table and figure in-text by label and number in lowercase letters:
  Example: The unemployment rate in Canada has decreased (see Table 1).

HOW TO FORMAT TABLES IN MLA STYLE

The table label and title appear on separate lines

<table>
<thead>
<tr>
<th>First Official Language</th>
<th>% of Language Spoken</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>61.6</td>
</tr>
<tr>
<td>French</td>
<td>8.1</td>
</tr>
<tr>
<td>English and French</td>
<td>65.9</td>
</tr>
<tr>
<td>Neither English or French</td>
<td>37.2</td>
</tr>
</tbody>
</table>

Source: Statistics Canada, Table 105-0094, Health indicator profile: for linguistic characteristic, by sex, Canada, provinces and territories, Table: CANSIM. 25 May 2015.

Begin your citation with the word “Source:”

Double-space the citation and caption notes

- Create a brief, but descriptive title for the table
- Position the table label, and title flush to the left-hand margin of your document
- Provide source citations, and notes below the table in a caption
- Display table notes with lowercase letters as shown in the example
- Don’t cite the table in your work-cited list if the table provides full information about the sources, and the source is not cited in the body of your paper

MLA Handbook for Writers of Research Papers doesn’t have a specific rule
for citing Canadian statistics. Ask your instructor if they have a preferred style for citing statistics.
Did you know!
Types of figures include graphs, charts, diagrams, maps, illustrations, photographs, and much more. Consult the *MLA Handbook for Writers of Research Papers* as citations for figures may vary, or ask your instructor if he/she has a preferred style for citing tables and figures.

- Position the figure flush to the left-hand margin of your document
- Place the label and number below the figure
- Create a brief, but descriptive title
- Place the source citation below the figure as a caption
- Consult the *MLA Handbook* for examples of how to cite images, drawings, maps, etc.
- You don’t need to cite the table in your works-cited list if the table provides full information about the source, and the source is not cited in the body of your assignment.

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