Chicago Style: Tables & Figures

Adapted from The Chicago Manual of Style, 16th ed.

For complete information on how to format tables and figures, please refer to the Chicago Manual of Style, 16th 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

CHICAGO STYLE TABLES & FIGURES IN-TEXT

- Discuss the main points of the table or figure in the body of your written assignment
- Number tables and figures in-text with Arabic numerals:
  Example: As shown in table 1….
  As figure 1 shows…
- Number tables and figures in consecutive order as they appear in your assignment
  Note: See pp. 118-119 for exception
- If your assignment contains both tables and figures, number them separately
  Example: table 1, table 2, figure 1, figure 2

HOW TO FORMAT FIGURES IN CHICAGO STYLE

- Position the figure within the body of your assignment
- Use a legend to explain any symbols displayed in the figure if required
- Use a caption, typically located below the illustration, to explain the figure
- The caption may consist of words, or full-sentences
- Include citation information in the caption after an explanation of the figure
- Follow the Chicago Manual of Style guidelines to format citations in the caption

List figure number

Display figure citation in the caption

HOW TO FORMAT TABLES IN CHICAGO STYLE

**TABLE 1. Median total income of Canadian Provinces in 2012**

<table>
<thead>
<tr>
<th>Canadian Province</th>
<th>Median Total Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newfoundland/Labrador</td>
<td>70,900</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>69,010</td>
</tr>
<tr>
<td>Nova Scotia</td>
<td>67,910</td>
</tr>
<tr>
<td>New Brunswick</td>
<td>65,910</td>
</tr>
<tr>
<td>Quebec</td>
<td>70,480</td>
</tr>
<tr>
<td>Ontario</td>
<td>74,890</td>
</tr>
<tr>
<td>Manitoba</td>
<td>70,750</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>80,010</td>
</tr>
<tr>
<td>Alberta</td>
<td>94,460</td>
</tr>
<tr>
<td>British Columbia</td>
<td>71,860</td>
</tr>
<tr>
<td>Yukon</td>
<td>94,460</td>
</tr>
<tr>
<td>Northwest Territories</td>
<td>106,710</td>
</tr>
<tr>
<td>Nunavut</td>
<td>86,530</td>
</tr>
</tbody>
</table>


**Notes:** You can place general notes about a table here.

- Position the table in the body of your assignment
- Arrange data in columns and rows
- Give your table a brief, but descriptive title, and label number
- Each column in a table must have a heading
- Cite sources in the footnotes section of the table (see below for information about note types)
- Follow the *Chicago Manual of Style* guidelines to format citations in the footnote

Display table citation in the footnote

HOW TO FORMAT TABLE NOTES IN CHICAGO STYLE

- Use notes to provide the reader with more information about the table
- Write notes in complete sentences, or short phrases. There are four types of table notes:
  - **Source notes:** Place citation information for sources used in the table in a source note. Begin the note with the “Source.” in italics followed by the citation. Provide the full citation if it’s not listed in your reference list. Provide a brief citation if you list the source in your references:
    - **Example of brief citation:** Data from Smith and Williams (2011).
  - **Whole table notes:** Contain information about the entire table. Start whole table notes with “Note.” in italics.
  - **Specific notes:** Use superscript letters, numbers, or symbols to signify notes about specific parts of the table. See page 148 of the *Chicago Manual of Style* for more information about specific notes.
  - **Probability notes:** Indicates how symbols like the asterisk are used in a table. See page 148-149 of the *Chicago Manual of Style* for more information about probability notes.
- Notes appear in table footnotes in the order as shown above.

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