

Figures and Tables

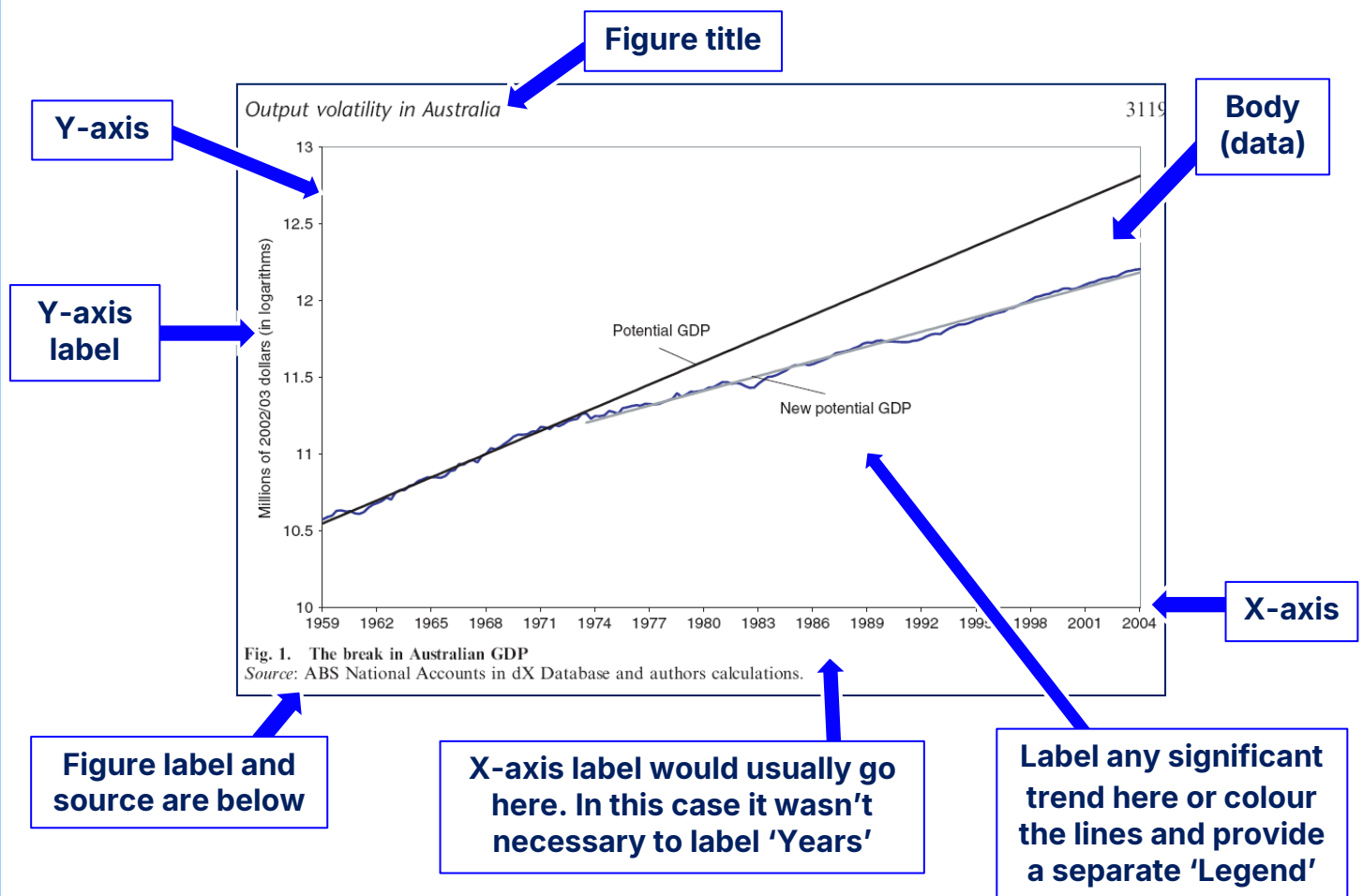
Using data to back up the points you make in your assignments is important at university, as it provides evidence for your argument. There are two main ways that this data can be presented: Figures and Tables.

Check your discipline's specific guidelines for how to present tables and figures.

Figures

Figures include visuals such as diagrams (e.g., drawings, logos, cartoons) as well as graphs and charts.

- You should always refer to each figure in your text (e.g., "See Figure 1 below for the break in Australian GDP"). Do not include a figure without first introducing it. Place this reference as close as possible to where the figure appears with a lead-in phrase or directional 'hook'.
- Always label the axes and explain what the figure shows. For example: 'Potential GDP diverges from new potential GDP at a log of \$11.3m in 1974 (see Y axis in Figure. 1)'.
- Do not include a figure without clearly describing its key findings in your text.
- Always cite data sources when presenting figures. If multiple sources are used, include a note such as: 'Adapted from Albon (2027), Smith (2029), Harris (2030)'.
- There are many types of graphs and charts (e.g., line, scatter, histogram, pie, area, radar). Choose the format that best represents your data.



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Tables

Tables are treated in a similar way to figures, with the following differences:

- Tables are labelled above the table, while figures are labelled below the item.
- Use footnotes to explain tables where appropriate. If there are multiple notes, number them and begin with 'Note' or 'Notes'.
- Include clear column headings and use lines to separate the data – but avoid unnecessary lines that clutter the table.
- As a guide, use figures (charts/graphs) to show trends, and tables to present precise data.
- Report data to an appropriate number of decimal places – include enough detail to be clear but avoid over-precision.
- When incorporating it into your text, the word 'Table' is never abbreviated; however, the word 'Figure' can be presented as 'Fig'.

Table title

Column titles or headings

Body (data)

Source and explanatory footnote

Table 19

Phase Three Sample Characteristics for Analyses (N = 82)

Variable	Mean (standard deviation)	N
Survivor experience	0.77 (0.43)	82
Age	39.46 (14.29)	72
Gender		
Man		32
Woman		50
Subscale Total of Intrusion (IES-R)	14.64 (9.63)	53
Subscale Total of Avoidance (IES-R)	12.85 (7.53)	54
Subscale Total of Hyperarousal (IES-R)	11.24 (7.28)	54
Positive Outcome	0.60 (0.49)	82
Frequency of Social Media Use	1.71 (0.64)	79

Note. IES-R = impact of event scale-revised (Weiss & Marmar, 1997).

Finally

Consider whether you really need a table or figure – often a clear written explanation is enough. Use tables and figures only when they add value or help present large amounts of information clearly.

If your document includes many tables and figures (e.g., in a major report or thesis), include a separate 'List of Tables' and 'List of Figures' at the beginning, with each item in numbered order. List tables sequentially as Table 1, Table 2, and so on, each with a title and corresponding page number, followed by figures listed as Figure 1, Figure 2, Figure 3, etc., also with titles and page numbers. This allows readers to easily find the relevant information.

Related Helpsheets

- Layout and Appearance



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