



Tables and figures in APA (7th ed.) Style

You will often need to include tables and figures in your reports. Their main purpose is to facilitate readers' understanding of your work. Tables and figures have a similar structure: table or figure number, title, a body (for tables) or an image (for figures), with notes as needed (APA, 2020, p. 196). A table or figure can be either embedded within the text after its first callout or on separate pages after the reference list in an appendix. A callout refers to the figure or table in the text; for example: (see Table 1).

Tables present labelled data in columns and rows for easy interpretation or comparison.

Figures (also called illustrations/visuals) include charts, graphs, paintings, drawings and photographs.

Table 1

Table number in bold text

The table title is a double-spaced line below the table number, in italics and title case (i.e. major words are capitalised). It should have a brief but descriptive title.

Broadacre Average Annual TFP Growth, by Industry, 1977–78 to 2018–19

Industry	Input growth	Output growth	TFP growth
All industries	-0.9	0	1
Cropping	1	2.5 ^a	1.5
Mixed	-1.8	-1.0	0.8
Sheep	-2.8	-2.5	0.3
Beef	-0.1	0.9	1
Sheep-beef	-2.5	-2.1	0.4

Stub heading

Column headings identify the entries of one column in the table body. They should be written in sentence case and centred.

The left column of the table is called the stub column or stub. This should be left-aligned.

(You can also include stub headings, headings that cover the width of the table, or decked heads that are stacked to avoid repetition in column heads.)

Note. Growth rates are trend annual growth rates, calculated by regressing log value added against a constant and time trend. Three types of notes (general, specific, and probability) appear below the table as needed to describe contents of the table that cannot be understood from the table title or body alone (APA, 2020, p. 197). This could include definitions of abbreviations and a copyright attribution. Not all tables include table notes. From *Broadacre productivity, by industry, 1977-1978 to 2018-2019* (Table 1), by Australian Bureau of Agricultural and Resource Economics and Sciences, 2020 (<https://www.agriculture.gov.au/abares>). Copyright 2020 by ABARES.

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^aA specific note appears in a separate paragraph below the general note. The data from this table comes from the ABARES source, but you could use this feature to reference data with different sources of information.

This is not needed if you are using your own data.

Present information in a way that is easy to understand

- Where possible, use a standard format, so readers know where to look for information
- Centre cell content of the table (except for the stub), but left-align the information if doing so would improve readability, particularly when cells contain lots of text.
- When creating a table, entries that are being compared should be placed next to each other
- Limit the use of borders or lines in a table to those needed for clarity. In general, use a border at the top and bottom of the table, beneath column headings (including decked heads), and above column spanners. You may also use a border to separate a row containing totals or other summary information from other rows in the table.

Figures

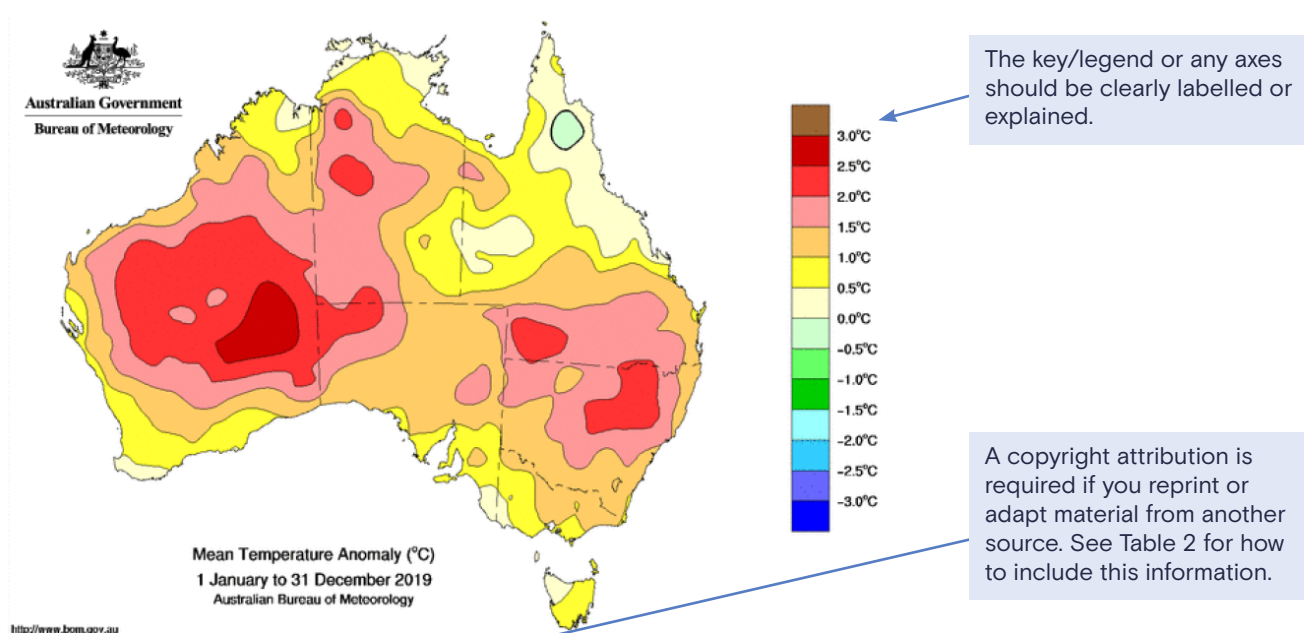
Figures have the same basic components as a table regarding numbering, titles, and notes. It includes an image portion in the form of a graph, chart, photograph, drawing, or other illustration. If included, a figure key or legend should be placed within the borders and explain any symbols used. All elements should be clear and readable.

Figure 1

The numbered figure should be in bold.

The title is in italics and title case.

Mean Temperature Anomaly (°C) 2019 for Australia



Note. This map shows the anomaly of mean temperature for each calendar year, compared to the average over the standard reference period of 1961–1990. From *Archive - Twelve-Monthly Mean Temperature Anomaly for Australia*, by Australian Government Bureau of Meteorology, 2021, (<http://www.bom.gov.au/climate/history/temperature/>). Copyright 2021 by BOM.

Referencing Images

If you are including an image in your report, it is presented as a figure. If it is your own image, you will not need to reference it or provide a copyright attribution. Referring to an image but not including it requires a reference as per the guidelines in the APA Referencing Summary or the Academic Referencing Tool on the [Referencing](#) page on the Charles Sturt Student Portal.

Table 2*Copyright Attribution Templates*

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Further information

<https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables>

<https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-tables>

<https://apastyle.apa.org/style-grammar-guidelines/tables-figures/figures>

<https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-figures>

<https://apastyle.apa.org/style-grammar-guidelines/tables-figures/colors>

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