

# 1.17 Using tables and figures

Many types of writing will include tables or figures to present data or provide illustrations or clarification. It is important, however, that these are presented correctly and appropriately; that they are clear and easy to understand; and that they aid your reader in following your argument. This guide presents the commonly used formats, but it is important to check with your faculty or school's requirements as these could be different.

**Figures** are graphs, diagrams or illustrations/images. Tables are data presented in tabular form.

Provide a list of Figures and/or Tables in your contents section.

For example –

## List of Figures

	page number
1.Title for your first figure	3
2.Title for your second figure	14

Include the **full references** for the sources in your **reference list**.

## When to use figures and tables

Figures and tables are not a replacement for your text. They should supplement your writing, add evidence to make your argument stronger and help your reader to understand complicated ideas. Always ask yourself why you are including a particular

figure. If it's just to pad your writing out or make it look pretty, then forget it; your figure or table must always serve a purpose.

## **How to use figures and tables**

Your figures should be an integral part of your writing; don't just throw one or two in at random. Your text should always refer to the figures or tables that you've included, with explanations and comments on the data or illustrations presented (see examples below).

Make sure that you use impersonal language when referring to figures and tables and place them as close as possible to this text (but don't allow the figure/table to be split across pages).

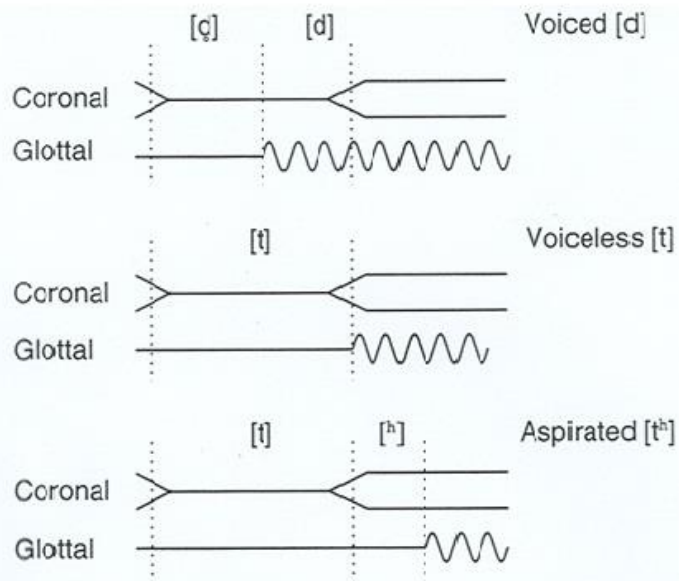
## **Format**

All figures and tables must be accompanied by a title and be consecutively numbered; usually, this is put below a figure, and above a table. In addition, the number and title will be listed separately in your assignment, dissertation or thesis (usually at the beginning as a List of Figures or List of Tables). Within your text, the word 'Table' must always be written out in full, but 'Figure' can be written Fig, Fig. or Figure. Refer to them as Fig.1, Table 4 etc., rather than saying, for example, 'the table above' or 'the figure shows...' Always use actual digits, rather than the number written as a word. In a longer piece of work, these numbers would correspond to the chapter numbers (Fig 3.5; Table 2.1 etc)

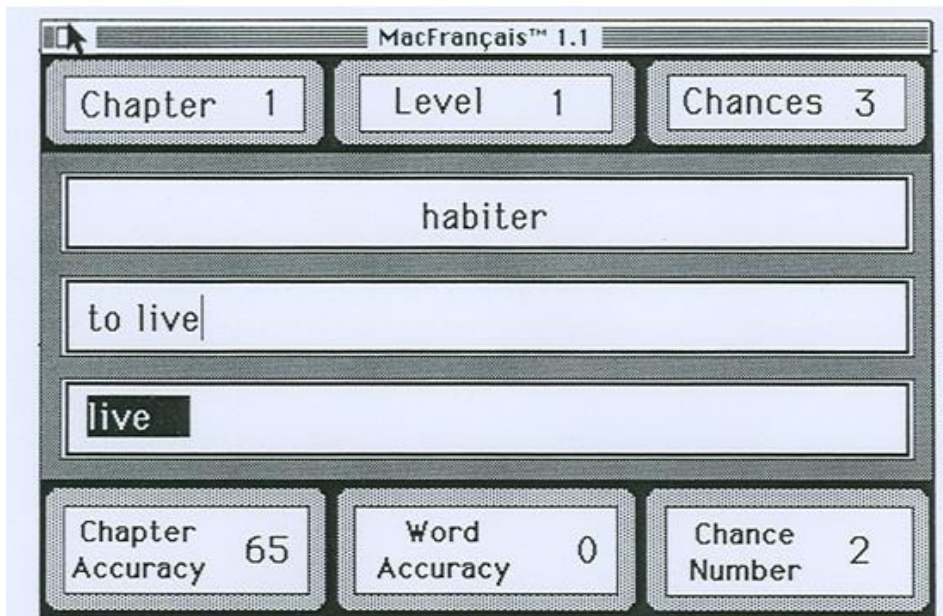
## **Referencing figures and tables**

If the figure has been taken from one of your sources, you must make a reference to this source. The best way to do this is like you would do with any other acknowledgement; a short reference (surname, year of publication and page number as it will be from a specific page) within your text, after the title of the figure/table, and then the full reference at the end as part of your main Reference List.

## Example figures



**Figure 3.3** The timing of the alveolar closure in relation to voicing, shown for voiced, voiceless, and voiceless aspirated stops



*Figure 1* Screen shot from MacFrançais (Raymond, 1988).

Notice the reference here to the source of this figure.

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## Example tables

Table 10.2 Symbols for stops, fricatives and nasals

	bilabial	labiodental	dental	alveolar	alveolo-palatal	postalveolar
stops	p b		t̪ d̪	t d		
fricatives	ɸ β	f v	θ ð	s z	ç ʒ	ʃ ʒ
nasals	m	ɱ	ɳ	n		

	retroflex	palatal	velar	uvular	pharyngeal	glottal
stops	ʈ ɖ	c ɟ	k g	q ɢ		ʔ
fricatives	ʂ ʐ	ç ʝ	x ɣ	χ ʁ	ħ ʕ	h
nasals	ɳ	ɲ	ŋ	ɴ		

[ʃ] is a voiceless postalveolar-velar fricative = [ʃ̠χ].