Tables display data using numerals or words in a row and column format.

Figures include images and other illustrations such as charts, diagrams, drawings, graphs, maps, paintings, and photographs.

Legends are used to explain symbols in figures.

Copyright refers to the rights of the creator or owner of a work to copy, adapt or distribute that work. ‘Work’ includes both ‘hard’ sources and ‘soft’ or electronic sources. The word Copyright or the symbol © indicate these works. The Copyright holder must always be acknowledged.

Permission from the copyright holder to use a copyrighted table or figure is required for theses or published works, or for commercial purposes. It is not usually required for student assignments.

Sequential means in the correct order or sequence, e.g. 1, 2, 3.

If you are referring to a table or figure in your writing, create a reference for the source that contains the table or figure, and cite the source, including the page number.

Referring to a diagram in a textbook:
citation: ...as displayed in the diagram “Interactions between factors impacting on health” (McMurray & Clendon, 2011, p. 66).

Referring to a table available as a one-page web document:
citation: During the quarter ending in June 2012, access to elective surgery exceeded targets in all district health boards (Ministry of Health, 2012, Improved access section).

Include a reference for the source in the list of references.


If you are reproducing a table in your assignment:

Display of a Table:
Tables should have the word Table and a sequential table number if you are using more than one; place this above the table.

Provide the title of the table, capitalising major words; italicise the title; place this below the table number but above the table.

A Note explaining the table, and acknowledging the original source and copyright holder is placed under the table. Italicise the word Note. Use From if you are reproducing the table; use Adapted from if you are changing the original table.

See the Publication Manual of the American Psychological Association (6th ed.) pages 138-150, for more examples of formatting this Note, as it differs from the formatting of a reference.

Example:

Table 1

<table>
<thead>
<tr>
<th>Table 1</th>
<th>Design of the Embedded Experiment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of Study</td>
<td>1</td>
</tr>
<tr>
<td>Condition</td>
<td>CT and FPS</td>
</tr>
</tbody>
</table>


Refer to the table by number in your writing … as explained in Table 1. Include a complete reference for the source in your list of References.
If you are reproducing a figure in your assignment:

**Display of a Figure / Image:**
Give each figure a sequential number; capitalise and italicise the word, *Figure.*
If the figure has a legend, include this.
Provide a caption (a short explanation) to identify or describe the figure; if the figure has a title, use this and italicise it.
Acknowledge the source and copyright holder.
Place this under the figure.

See the *Publication Manual of the American Psychological Association* (6th ed.), pages 150-167, for further explanation and examples of formatting, as it differs from the formatting of a reference.

**Examples:**

![Diagram of a central venous catheter](image1)

*Figure 1. Example of a central venous catheter. Other possible insertion sites include the external iliac vein and common femoral veins.* [Diagram]. From “Minimizing the Risk of Infection in Patients with Central Venous Catheters,” by D. Poole, 2010, *British Journal of Cardiac Nursing, 15*, p. 477. Retrieved from CINAHLPlus with Full Text database. Copyright Mark Allen Publishing.

![Average prokaryote cell](image2)


Note: This figure is not copyrighted, so a copyright statement is not required.

**Refer** to the figure by number in your writing ...as displayed in Figure 2.

Include a reference for the table, figure or source in your list of references.


If you are reproducing a personal photograph in your assignment:

**Display of a Photograph:**
Each image must have a caption immediately below the image and follow this format:

*Figure 1. Author, A. (Year). Title of image [Personal photograph].*

If the photograph is not your own then you must ask for permission to use it & acknowledge the creator in the author field with their surname and initial.

Personal photographs do not need to be included in the reference list at the end of your assignment.

**Example:**

*Figure 2. Trenberth, C. (2019). Books on the fourth floor of the MIT Otara campus library [Personal photograph].*