Reproducing photographs, personal images and other figures in your assignment (Version 1).

Figures include images and other illustrations such as charts, diagrams, drawings, graphs, maps, paintings, and photographs. Tables (numerical displays of information, usually in column form) and Figures follow identical presentation formats.

Figures and Tables should be selected and designed to enhance your essay, report or presentation. Take the time to think about the essence of what you want to communicate and how you can best display information in a clear and concise manner.

Students need to be mindful of copyright and use only images that are permitted for re-use for educational purposes. You cannot copy and paste online images or printed images without checking that it is copyright friendly. It is your responsibility to check.

For copyright friendly image databases see Find re-usable images on the MIT Library APA Guide.

Figure components:

1. **Figure numbers** are placed above the figure in bold. Figures are numbered sequentially from the first figure mentioned in your assignment.

2. The **Figure Title** is in italic title case (major words are capitalised), one double-spaced link below the figure number. Create a short & descriptive title that aligns the figure to the content of your text. For some image databases we recommend repeating the title in the Notes (see Lippincott Procedures example p. 4).

3. **Figure Images** need to be clear and writing used needs to be legible.
   - Align all Figures and Tables with the left margin.
   - When Figures and Tables appear on the same page as the text – add a double spaced link between the text and the image
   - Figures can be placed:
     1. After the reference lists usually in Appendices (non-essential Figures and Tables) OR
     2. **Embedded within the text.** For professional publication Figures are embedded after the first full paragraph, after the Figure has been “called out” or mentioned.

ือนStudents - Follow your assignment guidelines for image size, proportion and placement. Always clarify with your lecturer if uncertain.

4. **Figure Legends** are used to explain symbols and shading in figures. Only use when applicable.

5. **Figure Note** is directly beneath an image. **Note.** Is written in italics, followed by information to help the reader understand the content and source of the image.
   - Basic note format for images reproduced from an image database:
     - **Note.** Brief description of any image details for reader clarification. From Title of figure, by Initial. Surname of author, Year OR n.d., Name of image database, (URL is pasted between rounded brackets). Copyright Year by Name of copyright holder. CC BY-xx x.x. (CC Licence link in abbreviated form when applicable).

   **Personal photographs** (see pp. 6-7). For images reproduced from a journal article (see p. 10). For copyright friendly images reproduced from a webpage (see p. 9).
   - Acknowledge images you have adapted by using “Adapted from ....” In the Notes field.

ือนA reference list entry is required to acknowledge all published sources used in the creation of Figures and Tables used in your assignments.
MIT Library Image Databases: Encyclopaedia Britannica ImageQuest

We have a subscription to these databases which allows MIT students and staff to use the images for educational purposes, without needing to ask for permission.

Figure 1

*Keeping Active with Competitive Sports*

![Image of a triathlete in action](https://quest.eb.com/search/115_3902892/1/115_3902892/cite)


- When there is no copyright date– leave out from Copyright statement

```plaintext
Explanation of Note: Note. Brief description of any image details for reader clarification. From Title of webpage (title of image), by Initial. Surname of author, year OR n.d., Name of Database (URL is pasted within rounded brackets). Copyright year by Name of copyright holder.
```

Reference list entry:


https://quest.eb.com/search/115_3902892/1/115_3902892/cite

- Title of image is italicised - Title includes [Figure type- Do not italicise]
- Do not repeat Copyright information in the reference
- Always check links are working before you submit your assignment
- Referring to Figures in your writing: Do not write ‘as shown in the image above’ instead refer to the Figure number.

*Color is used above to illustrate connections between citations in the Notes to elements in the reference list entry.*
Figure 2

Hukanui, the Huka Falls on the Waikato River

*Note.* Water flowing from Hukanui at 10m, 62,000 gallons per second at peak times, Waikato, New Zealand. From *Hukanui, the Huka Falls on the Waikato River,* by J. Bright, n.d., Encyclopaedia Britannica ImageQuest, (https://quest.eb.com/search/151_2558375/1/151_2558375/cite). Copyright by Robert Harding.

- *Figure title* is repeated in Notes
- Image has no identifiable date of creation – Use n.d. for no date
- When there is no copyright date – leave out from Copyright statement

Reference list entry:


- Use (n.d.). for sources with no identifiable date of creation
- *Title of image* is italicised - Title includes [Figure type- do not italicise]
- Do not repeat Copyright information in the reference
- Always check links are working before you submit your assignment
- Referring to Figures in your writing: Do not write ‘as shown in the image above’ instead refer to the Figure number.

*Color is used above to illustrate connections between citations in the Notes to elements in the reference list entry.*
MIT Library Image Databases: Lippincott Procedures: New Zealand Instance

Figure 3

*Deep Partial-thickness (second-degree) Burn*


- Figure title is repeated in Notes
- No identifiable author – leave out from Notes

Reference list entry:


- *Title of image is italicised* - Title includes [Figure type – Do not italicise]
- When there is no author, move the Title element to the Author field
- Do not repeat Copyright information in the reference
- Always check links are working before you submit your assignment
- Referring to Figures in your writing: Do not write ‘as shown in the image above’ instead refer to the Figure number.

- Variation from APA 7 – Library ezproxy link used as your reader will have access to this link
Photograph in the public domain (copyright holder does not need to be acknowledged).

**Figure 4**

*Doctor Takes Blood Pressure*

*Note.* Health professional and patient. From *Doctor takes blood pressure* by B. Branson, 1990, Wikimedia Commons, ([http://commons.wikimedia.org/wiki/File:Doctor_takes_blood_pressure.jpg](http://commons.wikimedia.org/wiki/File:Doctor_takes_blood_pressure.jpg)). In the public domain.

- Figure title is repeated in Notes
- The **public domain** consists of creative works where the copyright has expired or has been intently waived or forfeited.
- An acknowledgement of the author is still required in the reference list.

**Reference list entry:**

[http://commons.wikimedia.org/wiki/File:Doctor_takes_blood_pressure.jpg](http://commons.wikimedia.org/wiki/File:Doctor_takes_blood_pressure.jpg)

- *Title of image is italicised* - Title includes [Figure type – Do not italicise]
- Do not repeat Copyright information in the reference
- Always check links are working before you submit your assignment
- Referring to Figures in your writing: Do not write ‘as shown in the image above’ instead refer to the Figure number.
Personal photographs are examples of unpublished sources. Unpublished sources **do not require a reference list entry** as your reader has no clear path to recover or retrieve these types of sources.

**Personal photograph taken by you the writer.**

**Figure 5**

*Community Events for Families*

![Figure 5](image)

*Note.* Book orientated family fun day at Mangere Arts Centre - Nga Tohu o Uenuku, Mangere, Auckland, 2016.

- *Title of Figure* is short but descriptive. Relate the title to the content of your text
- Note format: Description of activity or event, place, year.
- Unpublished sources are not included in the reference list
- Referring to Figures in your writing: Do not write ‘as shown in the image above’ instead refer to the Figure number.
Personal photograph taken by someone else (e.g. a family or group member)

Figure 6

*Enjoying our Beautiful Summer*

*Note.* Relaxing at Eastern Beach, Auckland, by N. Matagi, January 2020.
Reprinted with permission.

- *Title of Figure* is short but descriptive. Relate the title to the content of your text
- You are required to acknowledge and gain permission for images that are not your own
- Note format: Description of activity or event, place, by Initial. Surname of creator and date.
- Include Reprinted with permission after the date as it is not your photograph
- Unpublished sources are not included in the reference list
- Referring to Figures in your writing: Do not write ‘as shown in the image above’ instead refer to the Figure number.
Reproducing photographs from Online Image sharing databases - Flicker image with Creative Commons License

Figure 7

*Girl on Laptop in Park.*

*Note.* A college girl on her laptop in the park giving the thumbs up sign. From *Girl on laptop in park* by CollegeDegress360, 2012, Flickr, ([https://www.flickr.com/photos/83633410@N07/7658149332/](https://www.flickr.com/photos/83633410@N07/7658149332/)). *CC BY-SA 2.0.*

- *Figure title* is repeated in Notes
- Authors/Creators Username is used
- Copyright – The image page indicates attribution may be required - Under Some rights reserved info. Attribution requires a link to the license.
- Use the abbreviated form of the CC License

**Reference list entry:**


[https://www.flickr.com/photos/83633410@N07/7658149332/](https://www.flickr.com/photos/83633410@N07/7658149332/)

- Authors username used in the format it appears
- *Title of image is italicised* - Title includes [Figure type – Do not italicise]
- Do not repeat copyright information in the reference
- Always check links are working before you submit your assignment
- Referring to Figures in your writing: Do not write ‘as shown in the image above’ instead refer to the Figure number.
Reproducing figures from a webpage in your assignment

Figure 8

*Proportion of People Aged 15+ who Felt a Strong Sense of Belonging to NZ, by Ethnic Group, 2016*


**Explanation of Note:** Note. Brief description to help explain details of figure to the reader. From *Title of Webpage*, by Name of Group Author, year, Name of Source. ([URL pasted between rounded brackets](https://wellbeingindicators.stats.govt.nz/en/sense-of-belonging/)). Copyright attribution-Copyright holder has specific attribution statement.

- Always check the copyright for page for permission to use, licenses and to clarify authors and source details. Use this information in the Notes.
- Copyright/ attribution wording differs as Stats NZ provide a specific statement for reproduced Ngā Tūtohu Aotearoa – Indicators Aotearoa New Zealand figures and tables
- Use the original graph title

**Webpage reference list format:**

Author. (Year). *Title of webpage*. Site name (if different from Author). [https://xxxxxxxxxxxxxxxx](https://xxxxxxxxxxxxxxxx)

**Webpage reference list entry:**


- Do not repeat copyright details in the reference
- Group author and Site/ Source are different
- Always check links are working before you submit your assignment
- Do not write ‘as shown in the image above’ instead refer to the Figure number: Figure 8 shows that people from different ethnic groups share a strong sense of belonging to New Zealand.
Reproducing figures from a journal articles found via MIT Library databases

Figure 9

Concept Map of Major factors Leading to Positive Health Outcomes for Māori men


Explanation of Note: Note. Reproduce any relevant information to help explain details to your reader. From Title of the article that the figure appears in, by A. Author, year of publication, Title of Journal, volume(issue), p. xx(page number where figure appears). Copyright year by Name of copyright holder.

- EBSCOhost subscription permits reproduction of figures and tables of journal articles from EBSCOhost databases e.g CINAHL Complete

Journal article reference list format:

Author. (Year). Title of the article. Name of Journal in italics, volume(issue), page numbers.

URLxxxxxxxxxx OR DOI (when applicable)

Reference list entry:


- Article retrieved from a library database with no DOI – reference as a print article – no URL/DOI required in reference list entry
- Referring to Figures in your writing: Do not write ‘as shown in the image above’ instead refer to the Figure number.
References.


https://doi.org/10.4135/9781483381411.n11


http://commons.wikimedia.org/wiki/File:Doctor_takes_blood_pressure.jpg

Bright, J. (n.d.). *Hukanui, the Huka Falls on the Waikato River* [Photograph]. Encyclopaedia Britannica ImageQuest.

https://quest.eb.com/search/151_2558375/1/151_2558375/cite


https://www.flickr.com/photos/83633410@N07/7658149332/


https://quest.eb.com/search/115_3902892/1/115_3902892/cite


- Hyperlinks can remain live.

This guide is adapted from the *Publication Manual of the American Psychological Association: The official guide to APA style* (7th edition). For detailed instructions on Tables and Figures consult Chapter 7 Tables and figures (pp. 194-250).

For more referencing examples see the *MIT guide to APA 7th edition: Instructions and examples for referencing (Version 1. February 2020).*