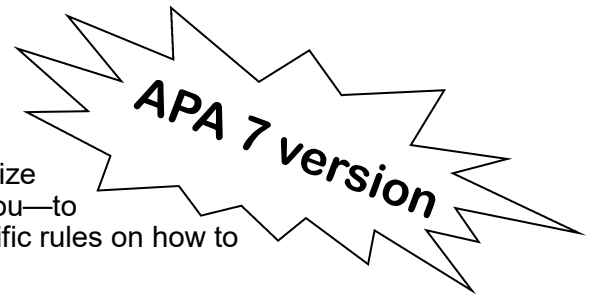# How to Properly Reference Images, Graphs, and Tables

APA 7 version

Tables are any graphic that uses a row and column structure to organize information (they are usually created by the writer of the report—i.e. you—to visually represent data found in another source). There are very specific rules on how to format tables (see reverse, plus the Purdue OWL Guide)

All other types of visual displays—photos, illustrations, graphs, maps, etc.—are treated as ***Figures***.

Figures

There are two ways that you might use pictures or images within a research paper or presentation—to illustrate a point or for aesthetics (i.e. to "make it look pretty").

1. For Aesthetics only

If you are just including an image in a presentation or pamphlet to make it "look pretty", create a separate List of Images Used. You can simply number the images (in small font) in the bottom right-hand corner. The List of Images Used goes at the end of your presentation or report, after your Works Cited.
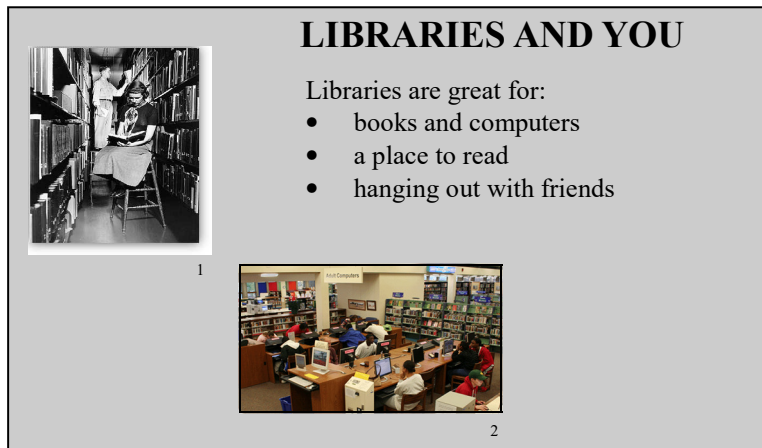
Each photo in your List of Images Used should include 3 pieces of information:
"Descriptive name of photo". *Name of Web Site. <URL>*
OR use Britannica ImageQuest and use the citation provided!

NOTE: Do NOT cite Google Images - that is just the search engine that helps you FIND the images. **List the URL where the image is located.**

Sample slide:

2. To Make a Point ~ photo essays, visuals (graphs, maps, photos) within a presentation or report

If you are using a visual to make a point (e.g. in a photo essay; to show before & after photos; a map or graph from another source, etc.) you must format and cite it according to APA guidelines:

- Place the visual as close to the text to which it refers;

- Above the visual, label it **Figure 1** (2, 3, etc.). Then, on the next line, give it a descriptive title (or use the title it was given in the original source); this title should be *in italics*.

- Below the image, include a Note that describes the visual AND the Source:

  ⇒ cite the *original source* (the book/Web site/database article) for your Works Cited *not the illustration itself*, following the citation formatting rules for that type of source.

  ⇒ because the Source gives full citation information, you do not need to include it in your Works Cited, UNLESS you use the same source for other information.

The Library @ Rez

Libraries look very different now than they did in the 1950s, as illustrated in the photos below.

Figure 1
21st century library

Note: Contemporary library's "teen centre" with computer workspaces, reading nooks, and more.
Source: Maloney, J. (2014, June 29). New York Public Library Looks at Innovative Models for Renovation. *Wall Street Journal*. https://www.wsj.com/articles/new-york-public-library-looks-at-innovative-models-for-renovation-1404090627

Figure 2
UCSF Medical Sciences Library, 1950s

Note: Books-only workspace in a research library.
Source: Hughes, M. (2013, June 12) Photographs of old Medical Sciences Library. *Brought to Light.* https://blogs.library.ucsf.edu/broughttolight/tag/libraries/

Libraries in the 21st century are busy public spaces, fully equipped with computers, Internet access, MakerSpaces, reading lounges and more. A library in the 1950s, on the other hand, was seen as a….

Tables

Many times in high school, you'll just be using other people's Tables. If so, copy the structure of the original exactly (a screen grab might be easiest) and then label and cite, just like a Figure (see above)—except label it Table 1 (2, 3, etc) instead of Figure. If it is any other kind of chart, it should be treated as a Figure.

As with a Figure, the Table is labelled, then has a *Title* in italics; the citation should be added as a *Source*, under the *Note*.

If you are creating a Table, based on data that you've collected, there are VERY specific rules to follow on how to present that data—use the [Purdue OWL guide] to walk you through. In general, it will look like this: ⟹

Before using a table, APA 7 (and the OWL guide) tell you to ask yourself: "Is the table or figure necessary? For example, it is better to present simple descriptive statistics in the text, not in a table."

Table 1

Title

Stub Heading	Column Spanner		Column Spanner	
	Column Heading	Column Heading	Column Heading	Column Heading
	Table Spanner			
Row 1	123	234[a]	456	789
Row 2	123	987	543	876
	Table Spanner			
Row 3	432	567	543	908
Row 4	256	849	407[*]	385

Note. This is a general note, referring to information about the entire table. Notes should be double spaced.

[a]Specific notes appear in a new paragraph; further specific notes follow in the same paragraph.

[*]A probability note appears in a new paragraph.