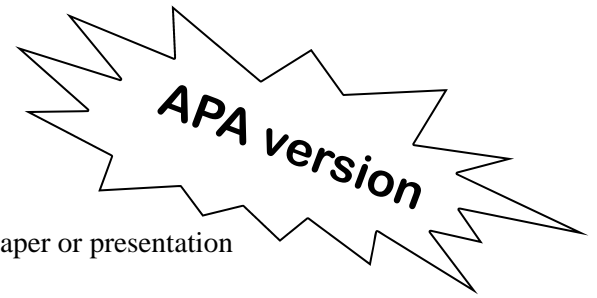


How to Properly Reference Images, Graphs, and Tables



Photos, images, graphs, and maps are all treated as 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. To Make a Point ~ photo essays, within a presentation or research paper

If you are using a picture to make a point (e.g. in a photo essay; to show before & after photos; etc.) you must cite the photo in the same way that you would any other quotation or statistic.

- place the illustration/photo as close to the text to which it refers
- Above the image, label it **Fig. 1** (2, 3, etc.) or Table and give it a descriptive title (or use the title it was given in the original source) and enough of the source information to refer back to the works cited.
- cite the *original source* (the book or Web site or article from a research database) for your Works Cited *not the illustration itself*. **If the illustration is from a book, include the original page number** (Web sites and articles reprinted in online resources usually do not have page numbers) in the note.
- Because the Notes give full citation information, you do not need to include it in your works cited, **UNLESS** you use the same source for other information.

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

Fig. 1. 21st century library with computers



Note: From *Computers*. (n.d.) *Bloomington Public Library*. Retrieved 2 Feb. 2010 from <<http://www.bloomingtonlibrary.org/use/computers/>>.

Fig. 2. Library from the 1950s



Note: From *About the Library*. (2005). *Rutherford B. Hayes Presidential Center*. Retrieved 2 Feb. 2010 from <<http://www.rbhayes.org/hayes/library/>>.

Libraries in the 21st century are busy public spaces, often fully equipped with computers and Internet access, while a library in the 1950s...

Example:

Table 7. Average Annual Impact of US Extreme Weather Events

EVENT	COST (\$ BILLIONS)	DEATHS
Hurricanes ¹	\$5.1	20
Tornadoes ¹	\$1.1	50
Floods ¹	\$5.9	80
Droughts ¹	\$6-8	—
Lighting ²	\$1.0	175
Hail ²	\$2.3	—
Winter storms ²	\$1.0	47
Extreme cold ²	—	770
Extreme heat ²	—	384
TOTAL	\$22-24	1526

1 Source: National Oceanic and Atmospheric Administration (NOAA), Economic Statistics, 2002.
2 Source: National Center for Atmospheric Research. Workshop on the Social and Economic Impacts of Weather, 1997.

Note: From Guy Carpenter (2005), Global Warming and Extreme Weather Events, *Catastrophe Risk Management* (Spring): 22, table 1. Retrieved 20 Apr. 2007 from <<http://www.pewclimate.org/docUploads/Catastrophe%20Risk%20Management%2Epdf>>;

2. For Aesthetics Only

If you are just including an image in a PowerPoint presentation or pamphlet to make it “look pretty”, create a separate list of these images. You can simply number the images in small print.

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

Example:

LIBRARIES AND YOU

Libraries are great for:

- books and computers
- a place to read
- hanging out with friends

Photo #1

Photo #2

Sample PowerPoint Slide

List of Images Used

(placed at the end of your document, after the Works Cited)

Format: “Description of photo.” (copyright date). *Title of Web Page*. Retrieved date from *Web site title* <URL>.

1. “The Hayes Presidential Library in 1952.” (2005). *About the Library*. Retrieved 2 Feb. 2010 from *Rutherford B. Hayes Presidential Center* <<http://www.rbhayes.org/hayes/library/>>.
2. “21st century library with computers .” (n.d.) *Computers*. Retrieved 2 Feb. 2010 from *Bloomington Public Library* <<http://www.bloomingtonlibrary.org/use/computers/>>.