**Tables and Figures**

*Follow these examples closely for all layout, punctuation, spacing, capitalizing and italicizing.*

When including a figure or a table from another source in your work, it is important to include appropriate citations.  
**1. Tables** are numerical values or text displayed in rows and columns.

**2. Figures** are other illustrations such as graphs, charts, maps, drawings, photographs etc.

3. All Tables and Figures must be referred to in the main body of the text.  
4. Number all Tables and Figures in the order they first appear in the text.   
5. Refer to them in the text by their number. For example:  
               As shown in Table 2 …   
               OR  
               As illustrated in Figure 3…  
6. Each table or figure should be titled and captioned.

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| **Example of Title** | Table 1. Hours of television viewing per week by age group |

**You must include a caption beneath the table**. Use the following format - this format differs from the reference list format.  See note at bottom of this page regarding copyright permissions if **publishing** a table or a figure.

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