Please note that these instructions for referencing tables and figures (images) are primarily aimed at students doing assignments at Curtin University. They are not intended for publishing purposes (e.g. writing for publication) or for making work publicly available. For publishing purposes, written permission for print and electronic re-use of images must be obtained. More information on copyright is available from Copyright at Curtin.

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- **Tables** are numerical values or text displayed in rows and columns.
- **Figures** are any type of illustrations (e.g. chart, graph, photograph, drawing, painting, map etc.) other than a table.

If you are reproducing a table or figure you can either copy or adapt it.

### Tables

Tables are numerical values or text displayed in rows and columns. For tables:

- Place a table number and title **above** the table
- Place a caption **below** the table, preceded by the word **Source** or **Sources** (in italics). The caption should be capitalised in sentence style. Your citation should tell your reader whether you have adapted or reproduced the table from your original source and the page number where you found the table or data
- Every table should be cited in the text. Note that the word table is in lower case in the text of your paper
- Provide a reference to the source of the table (where you found it) in your reference list.
Caption for a table:

Table 1: Correlation values between rainfall station and five climate variables

<table>
<thead>
<tr>
<th></th>
<th>p1_y</th>
<th>r500</th>
<th>p_f</th>
<th>sham</th>
<th>p5_y</th>
</tr>
</thead>
<tbody>
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<td>0.02</td>
<td>0.12</td>
<td>0.08</td>
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<td>0.17</td>
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<tr>
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<td>0.18</td>
<td>0.12</td>
<td>0.19</td>
<td>0.17</td>
<td>0.20</td>
</tr>
</tbody>
</table>

Source: Table reproduced from Tukimat and Harun (2015, 654).

Reference list entry for a table:

The reference list entry follows the format of the particular reference type for where you found your table. The table above was sourced from a journal article, so we would follow the format for a journal article reference:


Figures

Figures are any type of illustration (chart, graph, photograph, drawing, map...) other than a table.

Reproducing figures (e.g. charts and graphs)

- Place a figure number and title below the figure
- Place a caption below the figure, preceded by the word Source or Sources (in italics).
- Provide a reference to the source of the figure (where you found it) in your reference list
- Every figure should be cited in the text. Note that the word figure is in lower case in the text of your paper (as shown in the example text below).

Example for a figure:

Example text:

Climate change is a growing issue in the Malaysian state of Kedah. As illustrated in figure 1, simulation results show that annual temperatures in the state capital of Alor Setar are expected to increase in the coming decades.
Figure 1. Simulated and projected (years 2040-2069) temperature trend at Alor Setar meteorological station
Source: Figure reproduced from Tukimat and Harun (2015, 653).

Reference list entry:

The figure above was sourced from a journal article, so follow the format for a journal article reference:


Reproducing Photographs and Images

For photographs and images you need to provide more information than for other types of figures. You must provide full reference details below the picture in the form of a caption. A reference to the source of that image (where you found it) is also provided in your reference list.

Caption for a photograph or other image:

Let’s look at captions first, using the image below as a guide. What information is required?

<table>
<thead>
<tr>
<th>Figure Number</th>
<th>Image Creator</th>
<th>Image title</th>
<th>Year</th>
<th>Medium</th>
<th>Reproduced from: Source</th>
</tr>
</thead>
</table>

Your image caption will always appear directly beneath the picture, with the formatting matching that which is shown above.

**Reference list entry for a photograph or other image:**

Your reference list entry will follow the format of the particular reference type for where you found your image.

The image above was sourced from a webpage, so when creating a reference list entry follow the format for a webpage reference:


**Note:** A table is provided at the end of this document, providing guidelines on how to reference images from different sources.
What to do when some elements of the reference are missing

**Image with no title:**

Some images that you find online may not provide title information so for your caption you will need to create a short descriptive title. This title should be enclosed in square brackets so your reader can easily recognise that it is not an official title.

![Figure 3. Congerdesign, [A Sleepy Cat]. 2017, Digital Image. Reproduced from: Pixabay.](image)

**Reference List entry for an image with no title (retrieved from a webpage):**

**Image with no creator:**

If no creator is provided for the image, use the title in place of the creator’s name.

![Figure 4. Teal and brown hummingbird flying. 2011, Digital Image. Reproduced from: Pixabay.](image)

**Reference List entry for an image with no creator (retrieved from a webpage):**

**Image with no date:**

**Caption:**

**Reference list entry for an image with no date (retrieved from a newspaper article):**
Reproducing Works of Art

For works of art you need to include even more information in the caption than for other types of photographs and images. For a work of art, it is customary to include the following:

- Name of the creator or artist
- Title of the work (in italics)
- Year the work was created
- Medium (oil on canvas, sculpture, pencil drawing etc.)
- Dimensions (if available)
- Details of where it is housed
- Reproduced from

**Example - Work of art from a webpage:**

![Figure 6. Jonas Wood, *Matisse Pot 1.* 2014, Gouache and coloured pencil on paper, 43.2 × 50.8 cm. The Museum of Modern Art, New York, NY. Reproduced from: MoMA website.](image)

Reference List entry for a work of art (retrieved from a webpage):


**Example - Work of art from a database:**

![Figure 7. Charles Demuth, *Seven plums in a Chinese bowl.* 1923, Watercolor and graphite on ivory wove watercolor paper, 25.4 x 35.6 cm. Terra Foundation for American Art, Daniel J. Terra Collection. Reproduced from: ARTstor.](image)

Reference List entry for a work of art (retrieved from a database, treated as a webpage):

Referencing Tables and Figures in PowerPoint Presentations

A PowerPoint presentation has a different purpose from an essay or report, but your need to provide a reference remains the same. The way to present the information may change so your slides remain visually appealing.

Check with your lecturer to ensure they are happy for you to follow the guidelines presented below.

Example slide 1:

**Cool Facts about Galahs**

- Galahs are members of the Cockatoo family (Birdlife Australia, n.d.).
- Galahs can breed with other cockatoos – including sulphur-crested cockatoos (Birds in Backyards, n.d.).
- Galahs can grow up to 35cm tall and can live to 25 years in the wild (Backyard Buddies 2014).

![Galah Image](image)

**Figure 1. Galah**

On the slide, provide a figure/table number and a title for the resource you have included. At the end of your presentation, preceding your reference list, provide the information that would ordinarily be provided directly underneath the table/figure, as shown below:

**List of figures**


Figure 2. Congerdesign, *[A Sleepy Cat]*. 2016, Digital Image. Reproduced from: Pixabay.

Your PowerPoint presentation should always end with your reference list, detailing all the sources used in your presentation.
References


Creating a hanging indent

Creating a hanging indent in PowerPoint is a similar process to creating a hanging indent in Word.

1. Once you have created your alphabetical reference list, highlight your references
2. Right-mouse click and select Paragraph (or click the small arrow in the paragraph section of the Home tab)
3. In the Indentation section, click the special drop down menu and select Hanging
4. In PowerPoint only, you will also need to record 1.27cm in Before text:
5. Click OK
| Image from a webpage | Include under the image:  
|----------------------|---------------------------------------------------------------|
|                      | Figure Number. Image Creator, *Image Title*. Year, Medium. Reproduced from: Source  
| Image from a journal article | Include under the image:  
|----------------------|---------------------------------------------------------------|
|                      | Figure Number. Image Creator, *Image Title*. Year, Medium. Reproduced from: Source  
| Image from a book | Include under the image:  
|----------------------|---------------------------------------------------------------|
|                      | Figure Number. Image Creator, *Image Title*. Year, Medium. Reproduced from: Source  
| Image from a newspaper article | Include under the image:  
|----------------------|---------------------------------------------------------------|
|                      | Figure Number. Image Creator, *Image Title*. Year, Medium. Reproduced from: Source  