Please note that these instructions for referencing tables and figures are primarily aimed at students doing assignments at Curtin University. They are not intended for those who are publishing (e.g. PhD, journal article) or making their work publicly available. In this case, written permission for print and electronic re-use of images must be obtained from the copyright holder. More information is available from Copyright at Curtin.

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What are tables and figures?

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

Tables

Tables need a table number and title above the table and a caption below the table. When referring to a table in the text of your assignment use a capital T (e.g. As shown in Table 1...).

**Above the table:**

- Include Table followed by a table number (Arabic numeral e.g. Table 1). If you have more than one table in your writing, number tables sequentially (e.g. Table 1, Table 2 etc.).
- Place the title of the table directly below the table number. Title is italicised, in headline style capitalisation (where all significant words are capitalised), and has no full stop.

**Below the table:**

- Include a caption for the table. The caption elements differ according to the type of resource (e.g. book, journal article, website etc.). Below caption example is for a journal article. See the [Examples for different reference types](#) section (p. 5) for other resources.
Example reference for a table

Assignment text:

As shown in Table 1, rainfall figures fluctuate... OR Tukimat and Harun (2015, Table 1, row 1) show...

Table 1

Correlation Values Between Rainfall Stations and Five Climate Variables

<table>
<thead>
<tr>
<th></th>
<th>$p_{8,v}$</th>
<th>$r_{500}$</th>
<th>$p_{f}$</th>
<th>$Shum$</th>
<th>$p_{5,u}$</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFT</td>
<td>0.13</td>
<td>0.13</td>
<td>0.15</td>
<td>0.17</td>
<td>0.08</td>
</tr>
<tr>
<td>KT</td>
<td>-0.01</td>
<td>0.09</td>
<td>0.02</td>
<td>0.12</td>
<td>0.08</td>
</tr>
</tbody>
</table>


Reference list:


Note: The reference list entry follows the format of the reference type you took your table from (journal article, book, website etc.)

Figures

Figures need a figure caption which is placed beneath the figure.

- Include Figure followed by the figure number (Arabic numeral e.g. Figure 1) preceding the caption.
- Figures are numbered in the order that they appear in the text of your assignment (do not use the numbering from the source of the figure).
- If you have adapted the figure use Adapted from in the caption; or if you have copied the figure directly use From in the caption.
- Provide the From or Adapted from title in headline style capitalisation (where all significant words are capitalised).
- Include a caption for the figure. The caption elements differ according to the type of resource (e.g. book, journal article, website etc.). Below example is for a journal article. See the Examples for different reference types section (p. 5) for other resources.
Assignment text:

As shown in Figure 2, temperatures are predicted to... OR Tukimat and Harun (2015, Figure 2)...
Reproducing photographs and images

Photographs and images are treated as figures. You must provide full reference details below the picture in the form of a caption. A reference to the source of the image (where you found it) is also provided in your reference list.

Example reference for an image from a website

![Image of a snowy mountain range with a lake in the foreground, reflecting the fiery colors of a setting or rising sun.]


Reference list


What to do when some elements of the reference are missing

| No title | Create a short descriptive title and enclose it in square brackets in the caption and in the reference list entry |
| No creator | Use the title in place of the creator’s name in the caption and in the reference list entry |
| No date | Substitute n.d. for the date in the caption and in the reference list entry |
### Examples for different reference types

When including a **table** or **figure** (graph, chart, map, drawing or photograph) reproduced or adapted from another source in your assignment, enter the caption **directly under the figure or table** and include the item in the **reference list**.

**Note:** Tables follow the same referencing conventions as shown below except the Table number and **Title of Table** are entered **above** the table and in the caption (below the table) the word **Note.** replaces **Figure X.**

<table>
<thead>
<tr>
<th>Figure from a book</th>
<th>Include under the figure:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Figure X.</strong> Title of figure. From [or Adapted from] <em>Title of Book</em> (any edition or volume information, p. xxx), by I. I. Author and I. I. Author, year, Place of Publication: Publisher. Copyright [year] by Name of Copyright Holder.</td>
<td></td>
</tr>
<tr>
<td><em>Figure 1.</em> Confusion assessment method for the ICU. From <em>Evidence-Based Critical Care</em> (3rd ed., p. 204), by P. E Marik, 2015, Switzerland: Springer. Copyright 2015 Springer International Publishing.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Include in the reference list:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Figure from a chapter in an edited book</th>
<th>Include under the figure:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Figure X.</strong> Title of figure. From [or Adapted from] “Title of Chapter,” by I. I. Author and I. I. Author, in I. I. Editor (Ed.), <em>Title of Book</em> (any edition or volume information, p. xxx), year, Place of Publication: Publisher. Copyright [year] by Name of Copyright Holder.</td>
<td></td>
</tr>
<tr>
<td><em>Figure 2.</em> Distribution of three South Island species. Adapted from “Habitats and Biogeography of New Zealand’s Deinacridine and Tusked Weta Species,” by G. W. Gibbs, in L. Field (Ed.), <em>Biology of Wetas, King Crickets and their Allies</em> (p. 36), 2000, Canterbury, NZ: CABI Publishing. Copyright 2001 CAB International.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Include in the reference list:</th>
</tr>
</thead>
</table>
| Figure from a journal article | Include under the figure:

*Figure X.* Title of figure. From [or Adapted from] “Title of Article,” by I. I. Author and I. I. Author, *Title of Journal, volume* (issue), p. xxx. Copyright [year] by Name of Copyright Holder.

*Figure 3.* Simulates and projected (years 2040-2069) temperature trend at Alor Setar meteorological station. Adapted from “Climate Change Impact on Rainfall and Temperature in Muda Irrigation Area Using Multicorrelation Matrix and Downscaling Method,” by N. Tukimat and S. Harun, 2015, *Journal of Water and Climate Change, 6*(3), p. 653. Copyright 2015 by IWA Publishing.

Include in the reference list:

| --- | --- |
| Figure from a report | Include under the figure:

*Figure X.* Title of figure. From [or Adapted from] “Title of Report (Report no.),” by Author, Year, p. xxx. Copyright [year] by Name of Copyright Holder.

*Figure 4.* Threats to nature and the drivers and pressures behind them. From *“Living Planet Report 2018: Aiming Higher Summary,”* by WWF, 2018, p. 8. Copyright 2018 WWF.

Include in the reference list:

| Figure from a website | Include under the figure:

*Figure X.* Title of figure. From [or Adapted from] “Title of Webpage,” by I. I. Author and I. I. Author, year (URL). Copyright [year] by Name of Copyright Holder.


Include in the reference list: