Please note: these instructions for referencing tables and figures are primarily for students doing assignments at Curtin University. They are not intended for those who are publishing (e.g. PhD thesis, journal article) or making their work publicly available (e.g. blog, webpage, YouTube video etc.). In this case, written permission to reproduce figures and tables must be obtained from the copyright holder. More information is available from Copyright at Curtin and the APA 7th ed. publication manual.

Contents
What are tables and figures? ............................................................................................................................................ 1
Reproducing tables and figures ........................................................................................................................................ 1
   Example reference for a table from a journal article .................................................................................................... 2
   Example reference for a figure from a book ................................................................................................................. 3
Reproducing photographs and images ............................................................................................................................. 4
   Example reference for an image from a website .......................................................................................................... 4
Referencing tables and figures in PowerPoint presentations ........................................................................................... 5
Examples for different reference types ............................................................................................................................ 7

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, map, graph, photograph, drawing etc.) other than a table.

Reproducing tables and figures
When you reproduce a table or figure in your paper you need to include a Table or Figure number and Title above the table or figure and a copyright attribution statement below it.

Above the table or figure:
- Write **Table** or **Figure** followed by the number in bold (e.g. **Table 1, Figure 1**). If you have more than one table or figure in your paper, number them sequentially (e.g. **Table 1, Table 2** etc.).
- Give every table or figure a brief explanatory title. Place the title of the table or figure one double-spaced line below the table or figure number. The title is italicised, in headline style capitalisation (where all significant words are capitalised), and has no full stop.

Below the table or figure:
- Include a note which:
  - States whether the material was reproduced (copied) or adapted (altered from original). Write “From” when you have reproduced it, and “Adapted from” when you have adapted it.
  - Provides the title, author, year of publication, and source of the material (the elements required differ according to the type of source. See Examples for different reference types).
Example reference for a table from a journal article

Assignment text:

If you choose to reproduce a table in your assignment, make sure you make reference to it within your text, stating the table number, drawing the attention of the reader to the specific information that is important to your argument.

As shown in Table 1, there is a correlation between median income and education...

OR

Hartter et al. (2018, Table 1) show smaller towns by population tend to have a lower median income...

Table 1

American Community Survey Estimates for Demographic Variables in Study Area Counties

<table>
<thead>
<tr>
<th>Population 2011-2015</th>
<th>Median Age</th>
<th>Median Income</th>
<th>Percent College Grad or Higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker 16,100</td>
<td>48.2</td>
<td>$41,098</td>
<td>20.6</td>
</tr>
<tr>
<td>Crook 21,000</td>
<td>48.1</td>
<td>$37,106</td>
<td>15.4</td>
</tr>
<tr>
<td>Grant 7,300</td>
<td>51.1</td>
<td>$38,046</td>
<td>19.1</td>
</tr>
<tr>
<td>Umatilla 76,700</td>
<td>36</td>
<td>$48,101</td>
<td>16.3</td>
</tr>
<tr>
<td>Union 25,700</td>
<td>39</td>
<td>$43,822</td>
<td>23.2</td>
</tr>
<tr>
<td>Wallowa 6,900</td>
<td>52.2</td>
<td>$40,581</td>
<td>24.3</td>
</tr>
<tr>
<td>Wheeler 1,300</td>
<td>56.5</td>
<td>$33,487</td>
<td>15.4</td>
</tr>
</tbody>
</table>


Reference list:

Example reference for a figure from a book

If you choose to reproduce a table in your assignment, make sure you make reference to it within your text, stating the figure number, drawing the attention of the reader to the specific information that is important to your argument.

Assignment text:

As shown in Figure 1, the sepsis continuum...

OR

Marik (2015, Figure 1)...

Figure 1

Sepsis: Defining a Disease Continuum

Note. From Evidence-Based Critical Care (p. 108), by P. E. Marik, 2015, Springer (https://doi.org/10.1007/978-3-319-11020-2). Copyright 2015 by Springer International Publishing.

Reference list:

Reproducing photographs and images

Photographs and images are treated as figures. When you reproduce a photograph or image in your paper you need to include a Figure number and brief explanatory Title above the image, and a copyright attribution statement below it. If the image has no title, include a brief description of the work in square brackets instead.

Struggling to find an image that contains the information you need for referencing? See our How to Find: Images guide: https://libguides.library.curtin.edu.au/how-to-find/images

Example reference for an image from a website

Figure 2

*Southern Rockhopper Penguins*

![Southern Rockhopper Penguins](image-url)


Reference list:

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 you 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:

**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 (Foundation for National Parks & Wildlife [FNPW], n.d.)
- Galahs can grow to 35cms and live to 25 years in the wild (FNPW, n.d.)

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

**List of figures**

*Figure 1. From Galah, by L. Boyle, 2018, Flickr*

([https://www.flickr.com/photos/92384235@NO2/40704087325](https://www.flickr.com/photos/92384235@NO2/40704087325)). CC BY-SA 2.0.

*Figure 2. From Southern Rockhopper Penguins, by Australian Antarctic Division, 2018*


Copyright 2018 by Stephen Horn.
Your PowerPoint should always end with your reference list, detailing all of the sources used in your presentation:

**References**


Boyle, L. (2018). *Galah*. Flickr. [https://www.flickr.com/photos/92384235@N02/40704087325](https://www.flickr.com/photos/92384235@N02/40704087325)


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
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 note directly **under the figure or table** and **include the source in the reference list**.

<table>
<thead>
<tr>
<th>Reference Type</th>
<th>Example</th>
<th>Include in the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book or report</strong></td>
<td><em>Note</em>. From [or Adapted from] <em>Title of Book or Report</em> (p. xxx), by I. I. Author and I. I. Author, year, Publisher (DOI or URL). Copyright year by Name of Copyright Holder or Creative Commons licence.</td>
<td>Marik, P. E. (2015). <em>Evidence-based critical care</em> (3rd ed.). Springer. <a href="https://doi.org/10.1007/978-3-319-11020-2">https://doi.org/10.1007/978-3-319-11020-2</a></td>
</tr>
</tbody>
</table>
| Journal, magazine or newspaper | Note. From [or Adapted from] “Title of Article,” by I. I. Author and I. I. Author, year, Title of Journal, Volume(Issue), p. xx (DOI or URL). Copyright year by Name of Copyright Holder or Creative Commons licence.  

Note. Adapted from “Axial Length Elongation in Primary School-Age Children: A 3-year Cohort Study in Shanghai,” by T. Li, B. Jiang and X. Zhou, 2019, BMJ Open, 9, p. 4 (https://doi.org/10.1136/bmjopen-2019-029896). CC BY-NC. |
| Include in the reference list: |
| Website or webpage | Note. From [or Adapted from] Title of Webpage, by I. I. Author and I. I. Author, year, Site Name (URL). Copyright year by Name of Copyright Holder or Creative Commons licence.  

(When the author and site name are the same, omit the site name)  

| Include in the reference list: |