3.2.4 Tables and Figures

Tables and figures allow authors to display a large amount of information efficiently and make it easier to understand the information. Tables show numerical values or textual information, usually in a row and column structure. Figures can be a chart, graph, drawing, or other type of illustration. All tables and figures should be numbered and given a title (see Section 5.05 APA Publication Manual, 6th edition, p. 127).

3.2.4.1 Tables

The layout and format of a table should follow the standards outlined in the APA Publication Manual 6th Edition. See the following sections of the APA Publication Manual for further information: Section 5.08 (p. 128-129) for the components and layout of a table; Section 5.10 (p. 130) for the relationship between tables and the text; Sections 5.12 and 5.13 (pp. 133-137); Section 5.14 (p. 137) on Table Body, Section 5.17 (p. 141) on ruling in tables; Section 5.18 (pp. 141-149) for examples of types of tables using both numbers and word tables; and Section 5.19 (p. 150) for the Table Checklist to ensure the tables in your project conform to the APA style rules.

APA Tables come in several standard forms according to the type of data that is displayed in the table.

Tables consist of words and numbers where spatial relationships usually do not indicate any numerical information.

Tables should be used to present information that would be too wordy, repetitive, or difficult to read as text.

Tables are inserted into the main body of the DP document as part of the narrative. In the text refer to the table number, as a reference rather than the physical location (e.g., do not say see table below or above but do say see Table 1 etc.)
There are basic components found in every table (see section 5.08 of the APA Publication Manual 6th edition).

These include:

**Table number**- Each table is given a number. If more than one table is used, the tables are numbered consecutively.

**Table title** (in italics- a description of the contents of the table. It should summarize what is being presented in the table (the variables of interest, the sample, and the statistical analyses)

Table 1

*Participants Alleged Criminal Offenses*

<table>
<thead>
<tr>
<th>Offense Charge</th>
<th>Number of Participants Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Conduct with a Minor</td>
<td>3</td>
</tr>
<tr>
<td>Sexual Abuse</td>
<td>3</td>
</tr>
<tr>
<td>Assault/Aggravated Assault</td>
<td>2</td>
</tr>
<tr>
<td>Furnishing Obscene Materials to Minors</td>
<td>2</td>
</tr>
<tr>
<td>Attempted Child Molestation</td>
<td>1</td>
</tr>
</tbody>
</table>

Table 2

*Numbers of Children With and Without Immunizations*

<table>
<thead>
<tr>
<th>Grade</th>
<th>Girls With</th>
<th>Girls Without</th>
<th>Boys With</th>
<th>Boys Without</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>280</td>
<td>240</td>
<td>281</td>
<td>232</td>
</tr>
<tr>
<td>4</td>
<td>297</td>
<td>251</td>
<td>290</td>
<td>264</td>
</tr>
<tr>
<td>5</td>
<td>511</td>
<td>150</td>
<td>404</td>
<td>210</td>
</tr>
</tbody>
</table>

*Note.* Responses based on review of medical records.
**Stub head**- heading that identifies the entries in the leftmost column

**Column heads:** head that identifies the entries in just one column of the table

**Columns spanner** (Girls and Boys in the Table 2 example)- heading that identifies the entries in two or more columns in the body of the table

**Decked heads**- (Girls/Boys and With/Without in the Table 2 example) headings that are stacked which can avoid repetition of words in column headings

**Using Tables from Other Sources (e.g., Qualtrics)**

One Qualtrics output option is a chart that combines bar graphs with statistical information (See Figure 1).

This does not conform with APA style for tables.

If you import this output into your DP document you must edit it to remove the bar graphs and format the table according to APA style.

<table>
<thead>
<tr>
<th>Demographics (Time Spent in Direct Care Work)</th>
<th>Response</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 6 months</td>
<td>3</td>
<td>9%</td>
</tr>
<tr>
<td>More than 6 months, less than 1 year</td>
<td>2</td>
<td>6%</td>
</tr>
<tr>
<td>1-2 years</td>
<td>8</td>
<td>23%</td>
</tr>
<tr>
<td>3-4 years</td>
<td>12</td>
<td>34%</td>
</tr>
<tr>
<td>5-7 years</td>
<td>3</td>
<td>9%</td>
</tr>
<tr>
<td>8-10 years</td>
<td>3</td>
<td>9%</td>
</tr>
<tr>
<td>11-15 years</td>
<td>1</td>
<td>3%</td>
</tr>
<tr>
<td>More than 15 years</td>
<td>3</td>
<td>9%</td>
</tr>
<tr>
<td>Total</td>
<td>35</td>
<td>100%</td>
</tr>
</tbody>
</table>

*Figure 1.* Example of non-APA compliant Qualtrics table.
Multi-page Tables

It is best if tables are displayed on a single page. If the table cannot fit on a single page, consider breaking it into two tables. If the table cannot be divided into several tables and occupies multiple pages, the continuation of the table must repeat the table number followed by (Cont.) and the column headings must be repeated on the second page.

Notes in Tables

Notes are placed underneath a table. The word Note is in italics. The rest of the note is in normal font.

Do not use footnotes to include supplementary notes to a table.

Building a Table

Tables can be constructed in Microsoft Word using the table tool.

First determine how many rows and columns are needed. You can insert some empty columns and rows to give space to your table as seen in Example Table 2.

Use the Insert menu on the top of the screen and click on Table to create the table.

Notice the horizontal and vertical lines. Not all of these lines will appear in the final table so the first step is to eliminate them all and then add in the lines that are wanted.

Option 1:

You can highlight your whole table and choose the eliminate all lines option illustrated below.

The grid lines in your table will still be visible (if not go the Table in the pull-down menu at the top and select “Show Gridlines”) but they will be a lighter gray color than the original black gridlines. This allows you to see the cells you are working in, but they will not appear when you print.
Option 2: Another option is to highlight your table and right click and select “Borders and Shading” and in the Borders pane, select None.

Add back the lines you want to appear

The line at the very top line should appear, so highlight that line and either use the toolbar icon or the Borders and Shading window (from Format menu) and ask for the overbar.

In the example Table 2 A line is needed on the bottom of the chart: use underbar.

- A line is needed between row 3 and 4. Highlight row 3 and use the underbar respectively.

- Finally to insert a line between row 1 and 2, but only for columns 2, 3, and 4. So highlight the appropriate cells and choose underbar or overbar.

For further information see the APA Publication Manual (6th ed., sections 5.07–5.19, pp. 128–150; Table 5.1, p. 129, illustrates the basic components of a table; section 8.03, p. 228)

More detailed instructions and examples of tables is available in Presenting Your Findings, A Practical Guide for Creating Tables, an educational guide based on the Publication Manual (American Psychological Association, 2010). This book contains examples of different types of tables including means, correlation, variance, and word tables.
A copy is on the reserve shelf of the William James College Library and can be checked out for in-library use for a two-hour period.

3.2.4.2 Figures

Although types of figures can vary widely (including graphs, charts, maps, drawings, photographs etc.) they all should assist in the communication of information by focusing on essential facts. Figures should be easy to read and understand. Elements within the figure should be labeled and explained (e.g., axes should be labeled and units of measure described).

Figure titles are located at the bottom of the figure. The Figure number is in italics.

See the following sections of the APA Publication Manual for further information: Section 5.22 (p. 152) for standards for figures; Section 5.23 (p. 158) for guidance on figure legends and captions; Sections 5.24 and 5.25 (p. 161) for information on preparing figures, and Section 5.30 (p. 167) for the Figure Checklist to ensure the figures in your project conform to the APA style rules.

3.2.5 Photographs/ Digital Elements

When used, photographs should be clear black and white prints, with strong contrasts ranging from black to white. Photos with limited contrast will be reproduced satisfactorily on positive microfilm but will be unclear in photocopies. Color photos should not be used.
If the Doctoral Project includes any digital content (images, still or moving, web pages, etc.), the student must contact the DP Submittal Administrator Matt Kramer prior to submitting the project to discuss the format used to create and store this content.