Cross Referencing

Cross-referencing allows you to link back to other paragraphs, tables or figures referring to them in your body text.

Cross-referencing is useful for not only creating a hyperlink in the text for you to jump back and forth, but also for keeping your referenced paragraph, table and figure numbers up to date if you need to move them about. This saves you the trouble of going back and re-numbering every paragraph where you have mentioned a figure or table whose number has now changed!

Now, you can reference those figures and tables at various locations in the text.

1. Place the cursor where you want to reference the figure or table (e.g. see Figure 1).
2. In the 'References' tab, click 'Cross-Reference'
3. Choose either 'Figure' or 'Table' in the 'Reference-type' menu.
4. In the 'Insert reference to' menu, choose 'Only label and number'.

Other Tips

To update all references at once, select all of the document's content (CTRL+A) and press F9. Watch out for errors like: "Error! Bookmark not defined" or "Error! Reference source not found." These might come up when reference sources are deleted.
When writing your assignments or theses, sometimes you will want to use tables or images to illustrate your work. Every time you borrow a picture, painting, photograph, diagram or other image from a source, you must acknowledge where you got it from.

**Copyright:**

When re-using images, diagrams, graphs or tables created by others, from either a printed or an internet source, they are usually protected by copyright. This will be stated on the image itself or nearby in the text. Often reproduction for use in academic assignments, which are not formally published, is acceptable. If in doubt, ask your lecturer.

To find copyright free images, try using a royalty free image site or the Wikimedia Commons search engine https://commons.wikimedia.org/wiki/Main_Page. Always check the author’s terms of use to see if permission is granted. If the author does not state any terms of use, then assume that the item is protected by copyright and you will need permission from the creators to use it.

Reproduction of tables, diagrams, pictures etc. should be treated as direct quotes, in that the author(s) should be acknowledged and page numbers shown both in your text where the diagram is discussed or introduced and in the caption you write for it. i.e. the author(s) is alluded to 3 times:

1. In a **caption**, just above or below the image or table. This includes a title and its source. Figure captions go below the figure and Table captions go above the table.
2. In your **text**. Include a citation and a sentence or more about the image or table explaining what it exemplifies and why it is there.
3. As a **reference** in your Bibliography or Reference List.

If you are writing a thesis, you will need to show a **List of Figures** immediately after the table of contents. They should appear in consecutive order, as they are referred to in the text, and have clear, concise titles. If you have only used a few images, you can include the details of the figures in your Reference List.

**List of Figures Examples**


*Figure 4: ANDERSON, C.M. & UCHIDA, H., 2014. Interface for individual quota-managed subject in mixed treatment [graph]. In: Economic Inquiry, 52 (2), April, p. 906.

**Update**

Ideally you will be inserting lists of figures and tables at the end when the layout of your thesis is pretty much finalized. However, if you need to move your tables or figures around and the order or page number changes, don’t forget to update your list!

- Click anywhere on the list to highlight it
- Click “Update table”
Figure and Table References using Microsoft Word

After a Table of Contents, most theses also include a List of Tables and a List of Figures. To make compiling this list less difficult, you can use a specific kind of label each time you insert tables and figures that will allow you to generate the list automatically in Word.

How to create a Figure Caption or Table Title

1. Go to the figure or table you want to reference.
2. Place the cursor where you want to put a figure caption or table title.
3. Click on the 'Reference' tab and click 'Insert Caption'. A window should open.
4. Type in a caption or title.
5. In the 'Label' menu, choose 'Figure' or 'Table'.
6. You may choose to number the tables/figures sequentially or select ‘Include chapter number’ by clicking on the ‘Numbering’ button. (If you choose to number your tables/figures by chapter, you must use “Multilevel list” on the Home tab of Word to number your chapters).

Create a list

Once your figures and tables have been captioned, inserting a list is very similar to how you created a Table of Contents.

With the cursor at the point where you want to insert the list:
1. Click the References tab
2. Click ‘Insert table of figures’
3. Select a caption label (table or figure). Click ‘OK’.

Referencing Figures from Printed Material

You should provide a caption, an in-text citation for any photographs, images, tables, diagrams, graphs, figures or illustrations that you reproduce in your work and provide a full reference as with any other type of work.

Referencing Figures from a Book with Copyright Permission

Figure X: Descriptive title of the Figure. (Source: Author, Year, page number. Reproduced [or adapted] with permission from Name of Copyright Holder).

N.B. Copyright permission may not be required for student theses, unless they will be subsequently published online. Please check with your lecturer.

Put the full reference for the above in your Reference List or List of Figures.
Caption under Figure from a Journal Article with Copyright Permission

*Figure X.* Descriptive title of the Figure. (Source: Author, Year, page number. Reproduced [or adapted] with permission from the Name of Copyright Holder).

Ex. *Figure 11.3.* Ten new principles for effective administrative management. (Source: MOORCROFT, R. 2000, p. 10. Reproduced with permission from The Institute of Administrative Management).

**In-Text reference**

Mullins (2010, p. 219, fig. 6.6) explains how the figure-ground principle works showing how figures are seen against a background.

**Reference List:**

**Reference outline**

Author/Artist, Year of Publication. Title of image, figure, illustration or table [material type]. In: Author, Year. Title of Book/Journal which contains the image (in italics). Place of publication: Publisher (for book reference) or vol.(no.), date (for journal reference), Page number.

*Tip: for an image found in a journal, use the page number of the image rather than the whole page range of the article.*

**Table 2: The Periodic Table of the Elements**


**Text:** Doyle (2010, cited in Smith 2012, p.40) displays the periodic table of the elements, with details of element names, oxidation states, electro-negativities, first ionization energies, and electron configurations, as can be seen in Table 2.


**Using undated sources in your work**

It can sometimes be difficult to find a date for a table or figure on online sources. But it is very important to try and find a date for the source rather than just putting no date down in your reference. The reasons for this are that your academic work will be judged on how up-to-date, valid, reliable and credible the sources you use are.

To find the date of a webpage, try looking at the page information in your browser for a ‘created’ or ‘modified’ date.

* Above source is fictitious. Image in public domain with no licensing requirements.
Table D: Marital status of homeless persons aged 15 and over by sex

<table>
<thead>
<tr>
<th>Status</th>
<th>Male</th>
<th>Female</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>1,525</td>
<td>702</td>
<td>2,267</td>
</tr>
<tr>
<td>Married</td>
<td>90</td>
<td>83</td>
<td>183</td>
</tr>
<tr>
<td>Re-married</td>
<td>5</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>Separated</td>
<td>288</td>
<td>84</td>
<td>370</td>
</tr>
<tr>
<td>Divorced</td>
<td>130</td>
<td>52</td>
<td>191</td>
</tr>
<tr>
<td>Widowed</td>
<td>38</td>
<td>31</td>
<td>69</td>
</tr>
<tr>
<td>Not stated</td>
<td>295</td>
<td>70</td>
<td>365</td>
</tr>
<tr>
<td>All</td>
<td>2,296</td>
<td>1,055</td>
<td>3,351</td>
</tr>
</tbody>
</table>

Source: Central Statistics Office 2012

Text: Table D (Central Statistics Office 2012) indicates that...


Refer to tables in-text

- Make specific reference to each table. Do not assume that the reader will make the necessary connection between the text and the table. Write something about each table.
  
  Ex: Each sample tested positive for the three nutrients (see Table 2).

- Refer to each table in the text by its number (e.g. Table 5).

- Remember to guide the reader in interpreting the information in the table. What does the table show? What specific point are you making?

Secondary Source

If the source of the data is not the author’s own, but obtained from another source, it needs to be cited as such:

In-text: Thomsett (2002, p. 92) shows a table from the American Management Association on how to estimate project hours (see Table 12).


Reproduction of Figure from a book


Reproduction of Artwork in a Book

For the reproduction of artwork, the details of the person responsible for the reproduction and the details of the book should also be included:


Reproduction of Photograph within a book

If the photograph is within a book, the details of the book should also be included and the page number:


Reproduction of Illustration within a book


Maps and other cartographic material

If possible, details of a map should include the originator/author (if stated on the publication), the date, the title and scale of the map (e.g. 1:50,000) and the Place and Publisher:

Referencing Images appearing online: website or database

[Caption:] Figure 2: Cathedral of Our Lady Assumed into Heaven and St Nicholas
(Source: Gun, 2010. Licensed under CC BY-SA 3.0 via Wikimedia Commons)

Text: Figure 2 shows Galway Cathedral ... (Gun 2010)

Reference:
• Photographer/Artist’s name
• Year the image or photo was taken/posted online
• Title of image or photo (in italics)
• [Type of image]
• Place of publication: Publisher (if given)
• Available from: website address
• [Date of access]


Photographs in Online collections

If you would like to reference images obtained from social media sites such as Flickr, Pinterest or Tumblr, you can reference them by quoting the url for the site.

• Photographer
• Year of publication
• Title of photograph (in italics)
• Available at: URL
• [Date of access]

Example: Flickr


Referencing Tables

Tables must be identified with the word "Table" and include a title and source. As with figures, there are 3 elements to include:

1. Caption
2. In-text sentence referring to the table by number
3. Reference in the Reference List

If you are writing a thesis with a lot of tables, they should be referenced in a List of Tables. In a shorter assignment, where you might have included only one or two tables, you can reference them in your bibliography or reference list.

For a table, the number and title by which it can be identified are written above the fields of data. However, the actual source citation is placed beneath the table in the same way as a graph or figure.