Example of a List of Figures

Figure 1: MISCHYSHYN, J., 2012. *Galway – River Corrib from Wolfe Tone Bridge* [photograph]. Available from: http://www.geograph.ie/photo/2027197 [Viewed 28 April 2015].

Figure 2: MONET, C., 1872-73. *Pleasure Boats, Argenteuil* [oil on canvas]. Available from: http://www.wikiart.org/en/claude-monet/pleasure-boats-argenteuil-c-1872 -3-oil-on-canvas. [Viewed 28 April 2015].

Figure 3: LUFT, J., 1970. The Johari Window [fig.]. In: MULLINS, L.J., 2010. *Management & Organisational Behaviour*. 9th ed. Harlow: Pearson Education.

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.

Further Information

Further examples on using figures and tables are available on the ATU libraries website:

- **Harvard Style**: https://libguides.gmit.ie/harvard/ citing_images_figures_and_tables.

- **APA style (6th edition):** https://libguides.gmit.ie/APA_Style/ citing_images_figures_and_tables

- **Copyright:** https://libguides.gmit.ie/copyright/

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How to Reference
Figures & Tables

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Atlantic Technological University

Libraries

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. This guide will show you how to reference figures and tables using the **Harvard Reference Style** (further examples are available at https://libguides.gmit.ie/harvard). For examples in APA 6th edition, please see https://libguides.gmit.ie/APA_Style.

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 in the Harvard Reference Style.

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.

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 '**References**' 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).
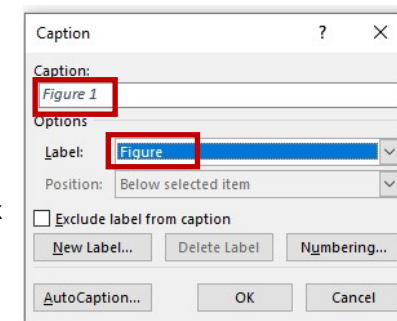
Create a list

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'.

Online Images and Copyright

This includes any image from a website (photograph, diagram, illustration, table, figure, etc.). Be careful when using **Google Images** as many of the images there are subject to copyright restrictions and are not free to use. All images on the Internet are governed by copyright law and it is your responsibility to find the copyright permissions for each image you use.

To obtain images with **Creative Commons licenses**, proceed as follows:

1. Go to the **Google Images** search bar.

2. Type in your search term and then click on 'Tools' and 'Usage Rights'.

3. Select 'Creative Commons Licenses'. These steps will filter out as many copyrighted images as possible.

4. When you find an image you might use, go to the source website for the image.

5. Look on the source page for information about the copyright license for that image and any author who may need to be cited.

6. If the image is copyrighted by Creative Commons, you may use it. If copyrighted by any other author, you may not use it.

7. Create a copyright statement and references list citation for the image.

Sources of Copyright - free Images

- Creative Commons (CC) search

- Unsplash

- Freepik

- Pixabay

- Wikimedia Commons

- Flickr Creative Commons

- Free stock photo websites

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.

[Caption] Figure 6: Figure and ground (Source: Mullins, 2010, p. 219). Reproduced with permission from Pearson Education Ltd.

Caption under Figure 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 OR In the Public domain OR Creative Commons attribution (e.g. CC BY-NC).

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.

MULLINS, L.J., 2010. 'Figure and Ground' [illus.]. In: *Management & Organisational Behaviour.* 9th ed. Harlow: Financial Times Prentice Hall, p. 219.

Reproduction of Figure from a book

TIERNAN, S. & MORLEY, M.J., 2013. 'Maslow's Hierarchy of Needs' [fig.]. In: *Modern Management: theory and practice for students in Ireland*. 4th ed. Dublin: Gill and Macmillan, p. 23.

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:

RUNGE, P.O., 1805-06. 'The Hulsenbeck children' [painting]. In: BARTRUM, G. (ed.), 2011. *German Romantic prints and drawings: from an English private collection.* London: Contemporary Editions, p.27.

Reproduction of Photograph within a book

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

EDGERTON, H., 1957. 'Milk drop coronet' [photograph]. In: THOMAS, A., 1998. *Beauty of Another Order: Photography in Science*. New Haven: Yale University Press, p. 183.

Reproduction of Illustration within a book

MORRISSEY, T., 2000. *Life in nineteenth century Wexford* [illus.]. Dublin: Macmillan, p. 645.

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:

ORDNANCE SURVEY, 1999. *Munster by road*, 21. 1:50000, Dublin: Ordnance Survey (Discovery series).

Table 7.1 Purpose of Saving

Purpose of saving	% of households
Provision for unexpected events	59.8
Old-age provision	38.1
Travels/holidays	31.5
Education/support of children or grandchildren or other relatives	31.1
Other major purchases (other residences, vehicles, furniture, etc.)	20.6
Purchase own home	18.1
Paying off debts	9.8

(Source: Central Statistics Office 2020)

In-Text: Table 7.1 (Central Statistics Office 2020) indicates that…

Reference: CENTRAL STATISTICS OFFICE, 2020. *Saving*. Available from: https://www.cso.ie/en/releasesandpublications/ep/p-hfcs/householdfinanceandconsumptionsurvey2020/saving/ [Viewed 24 May 2022].

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).

Reference: THOMSETT, M.C., 2002. *The little black book of project management*. 2nd ed. New York: AMACOM.

Reference:

Artist name, Year. *Title* [Digital collage]. Available from: URL [Viewed date].

COSTA-MAURI, M., 2020. *Fine Art, Digital Collage* [Digital collage]. Available from: https://pixabay.com/illustrations/fine-art-digital-collage-5333908/ [Viewed 23 May 2022].

Online images of works of art

If you see the work of art online, reference it like a website and include the type of work it is after the title.

LAHART, N., 2010. *Goya's Gaia #16* [Acrylic on board]. Available from: https://imma.ie/collection/goyas-gaia-16/ [Viewed 23 May 2022].

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.

Caption under a Figure from a Journal Article

Figure X. Descriptive title of the Figure. (Source: Author, Year, page number). Reproduced [or adapted] with permission from the Name of Copyright Holder OR In the Public domain OR Creative Commons attribution (e.g. CC BY-NC).

Figure 1: The effect of brand emotionality on brand status inferences. (Source: Lee 2021, p. 1183).

In-Text citation

Include a citation and a sentence or more about the image or table explaining what it exemplifies and why it is there.

Lee (2021) shows a conceptual model (see Figure 1) to illustrate how emotional content in social media influences brand status.

Reference List:

When referencing figures that come from articles, it is perfectly acceptable to cite the parent article. If you want to specifically cite the figure or image, use the article citation and make the following changes:

1. Check the article content for additional source information (e.g. photographer).

2. If the image has a title or caption, use that in addition to the article title.

3. Insert the image type (Chart, Diagram, Graph, Illustration, Map, or Photograph).

4. Replace the page range of the article with the page number for the image.

LEE, J. K., 2021. The effect of brand emotionality on brand status inferences [fig.]. In: 'Emotional Expressions and Brand Status'. *Journal of Marketing Research,* 58 (6)**,** p. 1183.

Referencing Images appearing Online

[Caption:] Figure 2: Atlantic Puffin (Source: Schindler 2018)

Text: Figure 2 shows a photograph of an Atlantic puffin in full flight (Schindler 2018).

Reference:

- Photographer/Artist's name
- Year the image or photo was taken/posted online
- *Title of image or photo* (in italics)
- [Type of image]
- Available from: website address
- [Date of access]

SCHINDLER, C., 2018. *Atlantic Puffin* [photograph]. Available from: https://pixabay.com/photos/atlantic-puffin-bird-savage-puffin-3786563/ [Viewed 23 May 2022].

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 from: URL
- [Date of access]

Example: Flickr

WHIDOM88, 2021. *The Wild Atlantic Way*. Available from: https://www.flickr.com/photos/102739648@N03/51273207115 [Viewed 23 May 2022].

Digital Collages

A digital collage is created by layering together virtual images from various sources into a new piece of art.

[Caption:] Figure 3: Fine art digital collage (Source: Costa-Mauri 2020)