MLA Documentation for Tables and Figures

Tables

- All tables should be left-justified to the margin (not centered or otherwise embedded in text).
- Labels (Table 1), titles (i.e., "Dog vs. Cat Ownership…" use title case), and notes are double-spaced.
- Source (note form) doesn't need to be listed in works cited if full source info is listed under table. Use commas between all elements and state names in normal first-last order.
- Source can represent either original source from which student creates new table or an actual table pulled from a source as is. May include the original table number along with page number if they exist in the source entry.

Example:

According to ASPCA, the percentage of people who own cats versus dogs is higher in the New England states but much lower in the remaining US regions (see table 1).

Table 1

Dog vs. Cat Ownership in the US

Region	Animal	Ownership
Northeast	Dog Cat	80% 20%
New England	Dog Cat	40% 60%
Midwest	Dog Cat	85% 15%
South	Dog Cat	70% 30%
West	Dog Cat	75% 25%

Source: John Smith, "Dog and Cat Ownership Statistics for all the Regions of the United States," *ASPCA,* 12 Apr. 2017, www.aspca.org/xydio1.

Figures

- Includes all visuals, images, diagrams, graphs, charts, etc. that are not specifically tables.
- Figures can be positioned anywhere within the text.
- Labels (Figure 2), captions (i.e., "This image shows that…" use sentence case), and notes are double-spaced. Do not include a title for figures—only a caption.
- Source (note form) doesn't need to be listed in works cited if full source info is listed under figure. Use commas between all elements and state names in normal first-last order.

Example:

The ASPCA enjoys the loving competition between dog and cat owners, since it helps to improve the rate of adoption for all pets (see figure 2).

Figure 2. This image shows that dogs and cats are really good friends to each other (John Smith, "Dog and Cat Ownership Statistics of the United States," *ASPCA,* 12 Apr. 2017, www.aspca.org/xydio1, fig. 5-3).   Note: "fig. 5-3" represents original label of figure on the website.

APA Documentation for Tables and Figures

Tables

- All tables should be left-justified to the margin (not centered or otherwise embedded in text).
- Labels (Table 1), title (i.e., "Dog vs. Cat Ownership…" use title case), and notes are double-spaced.
- Note appears below table and includes citation info. Must also have full entry in Reference list too.

Example:

The percentage of people who own cats versus dogs is higher in the New England states but much lower in the remaining US regions is shown in Table 1.

Table 1

Dog vs. Cat Ownership in the US

Region	Animal	Ownership
Northeast	Dog	80%
	Cat	20%
New England	Dog	40%
	Cat	60%
Midwest	Dog	85%
	Cat	15%
South	Dog	70%
	Cat	30%
West	Dog	75%
	Cat	25%

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(Above note is example for a table taken exactly from the original source without modification).

Note: Data for Dog vs. Cat Ownership in the US from ASPCA (2017) and US Humane Society (2016).

(Above note is example for a table created by the student from info from one or multiple other sources. Reference entries needed for each source listed).

Figures

- Includes all visuals, images, diagrams, graphs, charts, etc. that are not specifically tables.
- Figures can be positioned anywhere within the text.
- Labels (Figure 2), captions (i.e., "This image shows that…" use sentence case), and notes are double-spaced. Do not include a title for figures—only a caption.
- Caption appears below figures and includes citation info. Must have full entry in Reference list too.

Example:

America enjoys the loving competition between dog and cat owners, since it helps to improve the rate of adoption for all pets, as shown in Figure 2.

Figure 2. This image shows that dogs and cats are really good friends. Reprinted from Title of Work, by Author, date, retrieved from….Copyright 20xx by copyright holder.

(Above caption is example for a figure taken exactly from the original source without modification. Reference entry leads with either author or copyright holder, not "Figure 2").

Figure 2. This image shows that dogs and cats are really good friends. Data to create the picture from ASPCA (2017) and U.S. Humane Society (2016).

(Above caption is example for a figure created by the student from information from one or multiple other sources. Reference entries needed for each source listed).