

### What are tables and figures, and when do I need them?

The American Psychological Association (APA, 2019) encourage writers to use tables and figures to easily communicate large amounts of information. Tables normally contain text or numerical values arranged into columns and rows. This can help display results from an experiment, survey questions, or statistical analyses (such as *t* or chi-square tests). Figures can be charts, photographs, or any other illustration. This might be graphs to display your results, models explaining conceptual models, or pictures of experimental setups that may be difficult to convey with words.

### How do I format my tables and figures?

Tables and figures are formatted similarly. Each should contain the following elements:

- **number:** Write the word “table” or “figure” in bold, left-aligned, followed by its number. Number tables and figures in the order they appear in the paper.
- **title:** Give each table or figure a brief, clear title that explains the basic content. Avoid generic titles like “Test Scores,” as well as overly detailed titles like “Relation Between Average Scores on Tests A, B, and C and Learning Interventions 1, 2, and 3.” An effective title for this example would be “Mean Test Scores of Students with Different Learning Interventions.”
- **image:** the table or figure itself. Ensure that all elements are legible. Label axes on graphs, as well as column and row headings on tables
- **legend:** A legend (or *key*) explains the meaning of different symbols, line styles, or shadings, and are only necessary if these elements are present.
- **note:** Notes qualify and explain information about the table or figure. A note can refer to the entire table/figure, or a particular element.

### How should I refer to my tables and figures in the rest of my paper?

You should mention every table and figure somewhere in the text. When you refer to a table or figure, use its number.

Students were generally apprehensive about math, but more excited about reading and writing (see table 1).

Figure 1 shows that although revenue had been on the rise in preceding years, 2019 and 2020 saw decreases.

Here are samples of a table and figure in APA style:

**Table 1**

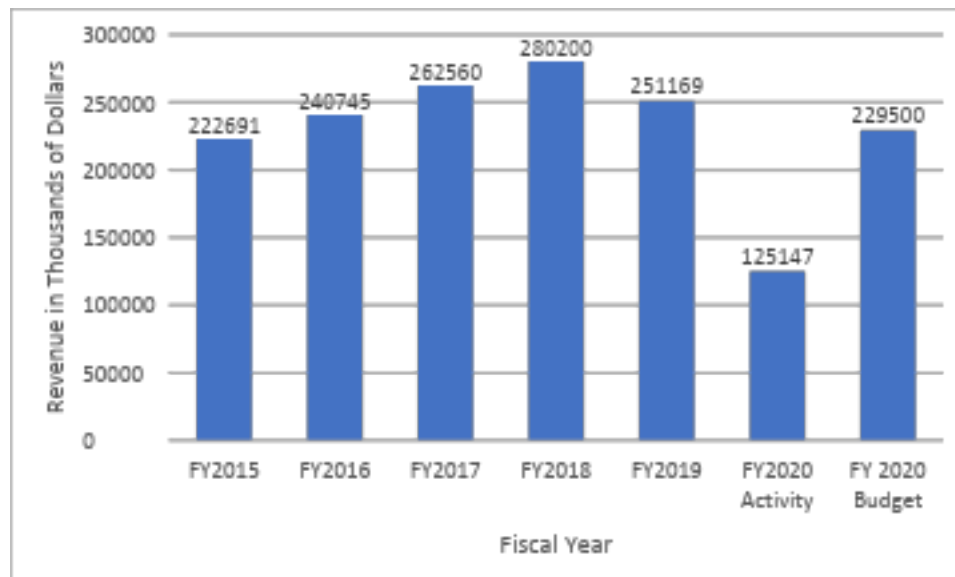
*Survey of Second-Graders' Attitudes on Learning Subjects*

Survey Question	Most Common Responses	Selected Responses
How do you feel when you learn in class?	Happy (6); Excited (4); Bored (4); Frustrated (3)	"Class is usually fun, but sometimes it's a little boring."
How do you feel when you learn math in class?	Frustrated (7); Confused (4) Excited (3); Bored (3)	"I just don't get it. It makes me sad."
How do you feel when you read in class?	Excited (6); Happy (4); Confused (3); Bored (2); Frustrated (2)	"The stories are funny. I like to read with my friends."
How do you feel when you write in class?	Happy (5); Frustrated (5); Excited (3); Bored (3); Confused (1)	"It's fun to write stories, but I don't like it when I spell words wrong."

*Note.*

**Figure 1**

*Total Revenue for Fiscal Years 2015 – 2020*



*Note.* The final two bars represent actual spending and budgeting spending midway through the 2020 fiscal year.