

ACE Quick Guide to Tables and Figures

This guide provides advice on incorporating tables and figures into academic work. Individual assignments, however, may have specific formatting and layout requirements; these should always take precedence.

Here is a summary of the main **differences** between tables and figures:

Tables	Figures
Presentation of data in tabular form, arranged in columns and rows.	All other types of visual sources, including graphs, charts, diagrams, and photographs.
Summarises data for easy examination and comparison.	Whilst graphs and charts are used to present complex data clearly and succinctly, diagrams are used to illustrate and clarify theoretical models.
Labels, titles, and references positioned above the table .	Labels, titles, and references positioned below the figure .

When incorporating tables and figures, you should...



Number tables and figures sequentially. There should be two numbering series: one for tables and one for figures.

For example: Table 1, Table 2 and Figure 1, Figure 2



Position tables and figures immediately below the relevant text.



Refer to the table or figure in the main body of your assignment.

For example: As Table 3 demonstrates...



Include a clear, succinct title describing the table or figure after the label.

(Adapted from University of New England, 2020)



You should not...



Include a table or figure without commenting on its significance in relation to your argument.



Use tables and figures as a replacement for text. Scholarly theories, models, and concepts should be examined fully in the main body of your assignment. Tables and figures should be employed to clarify and support your argument.

(Adapted from University of New England, 2020)

Example 1: Table

As can be observed in Table 1, no group had more than ten respondents. This may have been due to increased workloads among group members owing to the time of year...

Table 1: Number of respondents per group

Group	Number of Respondents
1	5
2	2
3	5
4	7

Example 2: Figure

Figure 1 shows that no group had more than ten respondents. However...

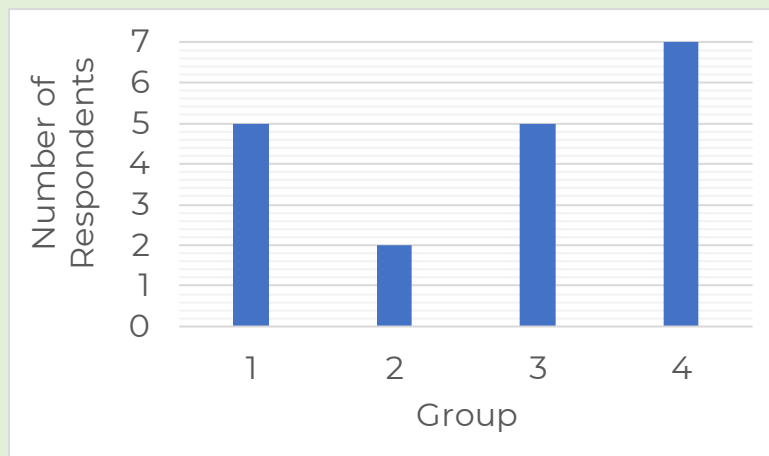


Figure 1: Number of respondents per group

Referencing Tables and Figures

If the table or figure and its data is from your own research, no reference is required; both a label and title, however, must still be included.

However, **tables and figures taken from others' work must be accompanied by a citation**. If the table or figure has been adapted from another source, this should be acknowledged using the phrase 'adapted from':

Table 2: UK Pump Prices January 2021 (Adapted from Department for Business, Energy & Industrial Strategy, 2021)

Date	Pump price in pence / litre: USLP	Pump price in pence / litre: ULSD
04/01/2021	115.39	119.97
11/01/2021	116.14	120.61
18/01/2021	116.93	121.52
25/01/2021	118.10	122.70

If the table or figure has been reproduced intact, it should be treated as a direct quotation. As such, a page number is required in the citation:

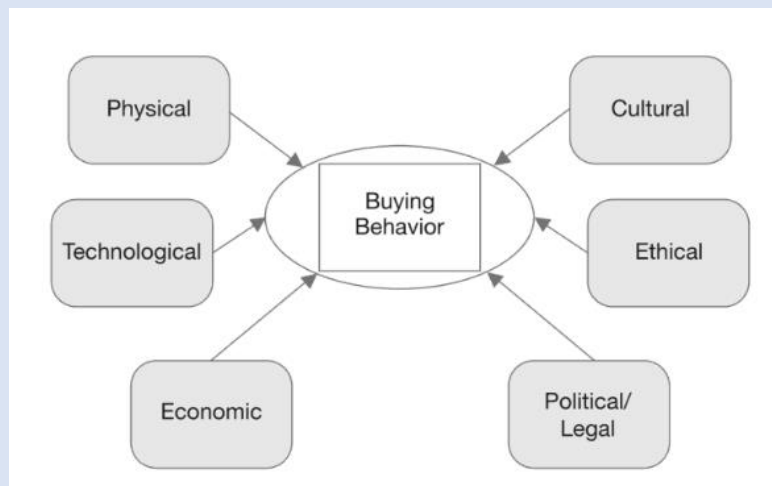


Figure 2: Environmental influences on buyer behaviour (Zimmerman and Blythe, 2018, p. 21)

The original source in which the table or figure appeared must be included in your reference list. The citation order will depend on the type of source you are referencing; for example, whether it is a journal article or government report. Please consult your referencing guide for additional detail.

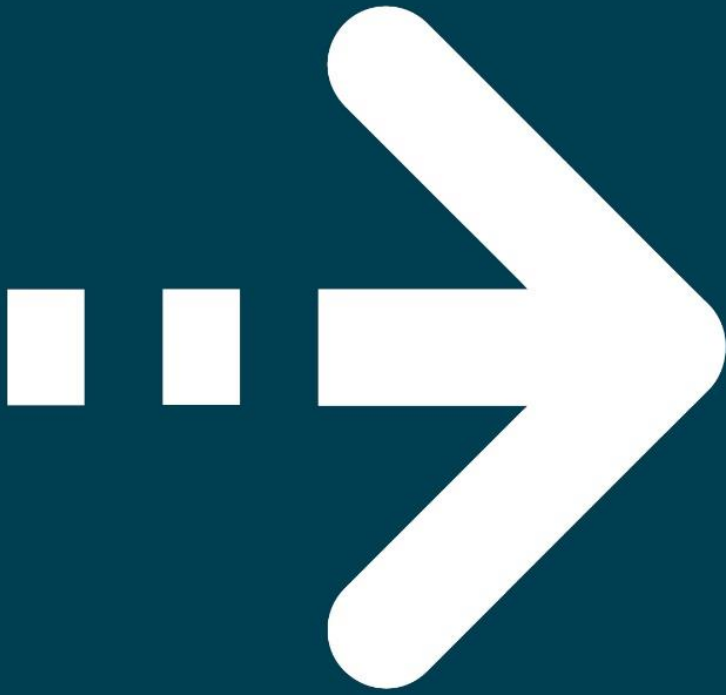


Reference List

Department for Business, Energy & Industrial Strategy (2021) *Weekly Road Fuel Prices*. Available at: <https://www.gov.uk/government/statistics/weekly-road-fuel-prices> (Accessed: 20 November 2023).

University of New England (2020) *Tables & Figures*. Available at: <https://aso-resources.une.edu.au/academic-writing-course/information-basics/tables-figures/> (Accessed: 22 November 2023).

Zimmerman, A. and Blythe, J. (2018) *Business to Business Marketing Management: A Global Perspective*. 3rd edn. New York: Routledge.



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