

APA Table and Figure Guidelines



This handout covers basic APA table and figure guidelines adapted from the 7th edition of the *Publication Manual of the American Psychological Association* (2020).

NOTE: The format of this handout does not necessarily represent APA format guidelines. Larger and smaller type (proportionally), smaller margins (proportionally), and different fonts are used for clarity in presentation.

Tables and figures present a large quantity of information clearly and concisely. They do not duplicate text, but present new, clarifying information. Include a table or figure only if necessary for understanding data. A reader should be able to understand them without the text.

Basic Presentation and Formatting

Placement (7.6): Refer to professor or journal preferences while choosing the placement option.

1. All tables and figures can follow the reference list. Each figure and table must be placed on a separate page. Tables and figures can also be placed in appendices at the end of the paper, if they are more supplemental than essential.
2. Place each table or figure in the text after the paragraph in which it is referenced. If the table or figure appear on the same page as the text, add a double-spaced blank line between the text and the table or figure. Place smaller tables and figures at the beginning or end of the page.

NOTE: All tables and figures must be aligned with the **left margin**, regardless of where they are located in the paper.

Numbering (7.10, 7.24): Number tables and figures in the order they appear in the text (e.g., Table 1, Table 2) NOT as “the table/figure above” (or “below”). If the table or figure is contained in an appendix, label it with the appendix letter as well (e.g., Figure A1, Figure A2, Figure B1).

Referring to Tables and Figures (7.5): Refer to every table and figure in the text of the paper, and tell the reader what to look for. Do not discuss every element of the table or figure—cover only the relevant highlights.

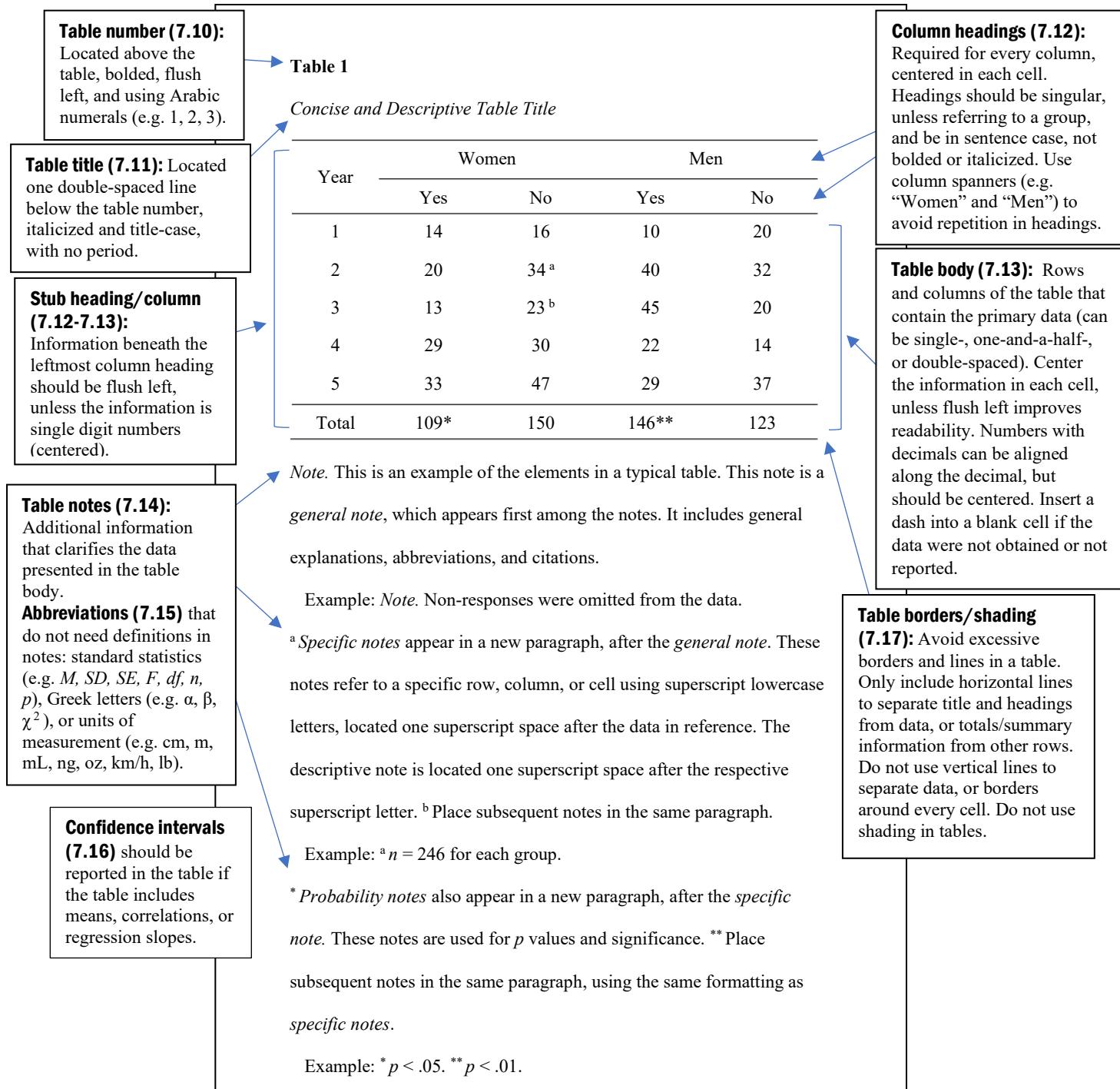
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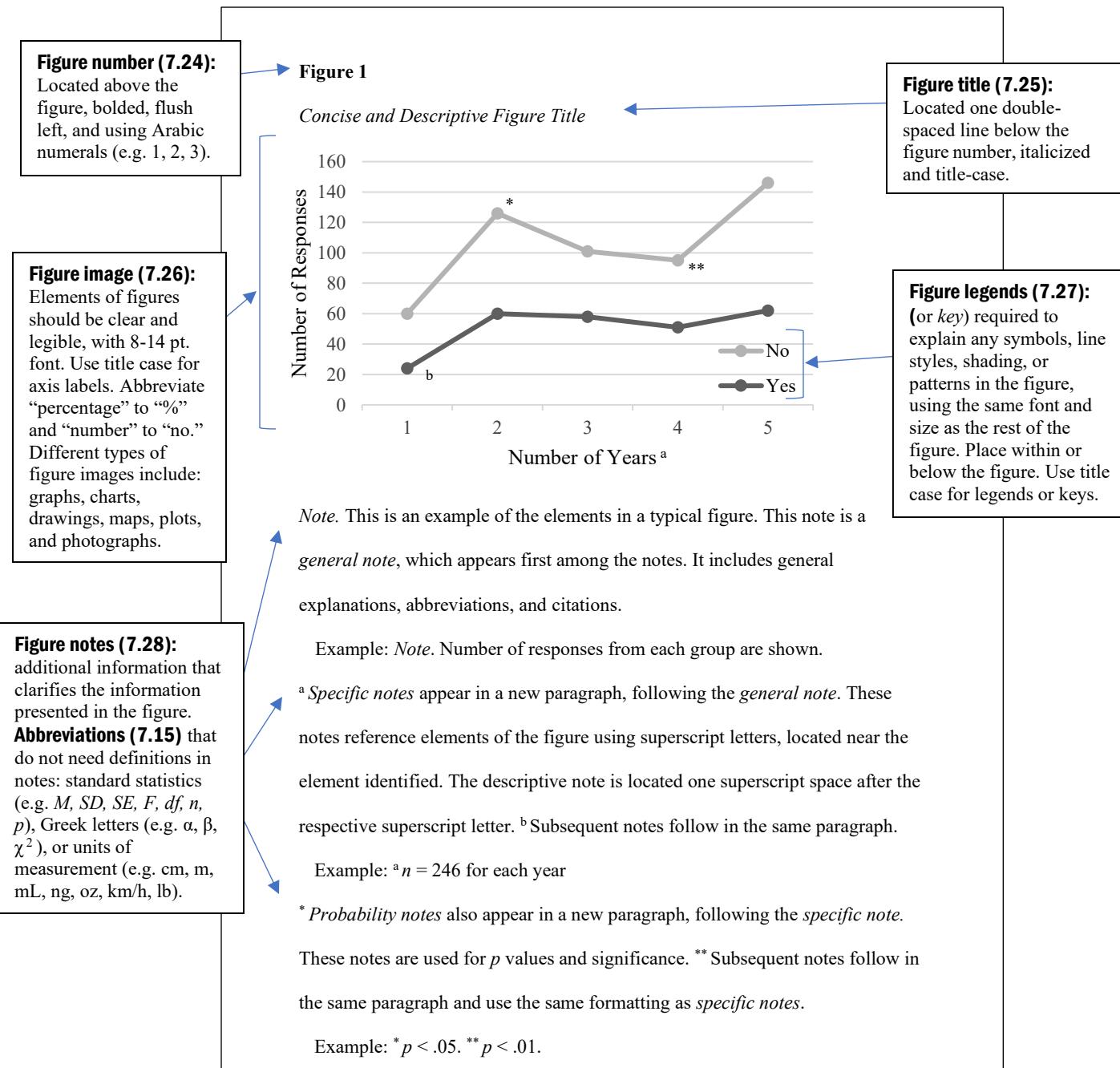
See sections 12.14-12.18 for more details on copyright attribution. Table 12.1 contains copyright attribution templates and Table 12.2 contains more copyright examples for tables and figures.

Table Example



NOTE: For more examples of different types of tables, consult the *Publication Manual* (chapter 7).

Figure Example



NOTE: For more examples of different types of figures, consult the *Publication Manual* (chapter 7).