

# How to Refer to Tables and Figures in a Text

Tables and figures can help you to simplify the information you are presenting in a paper. If you have performed long-term scientific research, tables and graphs are essential for showing the results of that research, as well as for...

Method 1 of 3:

## Referring to Tables and Figures in MLA Style

1.

Operating Freq MHz	28.5	24.9	21.3	18.1	14.1	10.1*	7.2	3.8	1.9
Bandswitch	28	21	21	14	10	7	3.5	1.9	
Power Output Watts	820	1020	920	920	920	920	920	920	920
Drive Power Watts	115	115	120	120	120	120	120	120	60
Plate Voltage	2000	1950	2000	2000	1950	1950	2000	2000	2000
Plate Current Amps (single tone)	.800	.930	.880	.920	.930	.930	.930	.930	.860
Grid Current mA	70	95	75	80	80	80	90	90	90
Input VSWR (Auto Antenna-ON)	1.2	1.2	1.5	1.3	1.3	1.1	1.2	1.1	1.1
Tune Control	21	27	18	25	12	23	6	3.8	6
Load Control	7.	7.5	6.2	7	3	10	3	6.4	10

\* Maximum RF Power Output in U. S. is 200 watts at present. Operation from DX locations should be governed by local regulations.

**Introduce the table in the text first.** Throughout the paper, you will number figures and tables consecutively, each in its own group, for example: 'Figure 1, Table 1, Table 2, Figure 2, Figure 3, Figure 4, Table 3...'

2.

**PERFORMANCE CHART**  
**TWO 3CX400A7/8874 IN MLA-2500 (B)**

Operating Freq MHz							7.2	3.8	1.9
Bandswitch							7	3.5	1.9
Power Output Watts							1000	1050	800
Drive Power Watts	115				110	60	80	85	60
Plate Voltage	2000	1950	2000		1950	2000	1950	2000	2000
Plate Current Amps (single tone)	.800	.930	.880	.920	.930	.740	.950	.900	.860
Grid Current mA	70	95	75	80	80	95	90	90	100
Input VSWR (Auto Antenna-ON)	1.2	1.2	1.5	1.3	1.3	1.1	1.2	1.1	1.1
Tune Control	21	27	18	25	12	23	6	3.8	6
Load Control	7.	7.5	6.2	7	3	10	3	6.4	10

\* Maximum RF Power Output in U. S. is 200 watts at present. Operation from DX locations should be governed by local regulations.

Use the label and the number. When referring to the table or figure, you will use the label and the number, for example: 'For more information on this data, see table 2.'

3.

**PERFORMANCE CHART**  
**TWO 3CX400A7/8874 IN MLA-2500 (B)**

Operating Freq MHz	28.5	24.9	21.3	18.15	14.2	10.1*	7.2	3.8	1.9
Bandswitch	28	21	21	14	14	7	7	3.5	1.9
Power Output Watts	820	1020	920		900	940	1000	1050	800
Drive Power Watts	115	115			110	60	80	85	60
Plate Voltage	2000						950	2000	2000
Plate Current Amps (single tone)							.950	.900	.860
Grid Current mA	70				80	95	90	90	100
Input VSWR (Auto Antenna-ON)	1.2	1.2	1.5	1.5		1.1	1.2	1.1	1.1
Tune Control	21	27	18	25	12	23	6	3.8	6
Load Control	7.	7.5	6.2	7	3	10	3	6.4	10

\* Maximum RF Power Output in U. S. is 200 watts at present. Operation from DX locations should be governed by local regulations.

**Steer clear of capitalization.** In the text, you do not capitalize the words 'table' or 'figure,' though you do when labeling the table.

Method 2 of 3:

## Referring to Tables and Figures in APA Style

**Table X**  
*Means and Standard Deviations of Intentions to Have Unprotected Sex and Attitudes Toward Unprotected Sex as a Function of Both Mood and Self-Esteem*

Self-Esteem	Negative mood		Positive mood
	<i>M</i>	<i>SD</i>	<i>M</i>
High	2.46	1.95	2.45
Low	4.05	2.32	2.15
High	1.65	2.23	2.12
Low	1.95	2.01	1.23

1.

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Make sure the figure or table is near the paragraph that introduces it.

**Table 3**  
*Sample Size and Statistical Results*

Stubhead	<i>F</i>	$\eta^2$	<i>p</i>
Column spanner			
Row 1	0.67	.55	.41
Row 2	.02	.01	.39
Row 3	.3	.15	.34
Row 4	4	1.00	.54

2.

*Note.* This is where authors provide extra information important to the discussion of findings that approach statistical significance depending on the *p* value: Significant at the  $p < 0.05$  level.

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Number tables and figures consecutively. Just like in MLA style, where each group gets its own set of numbers.

**Starbucks Profitability Ratios**

Ratio	2009	2008
ROA % (Net)	6.97	5.74
ROE % (Net)	14.16	13.25
ROI % (O)	12.01	10.72
EBITDA Margin %	10.27	9.58
Calculated Tax Rate %	38.51	41.63
Revenue per Employee	69,024	59,156

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3.

Use a capital letter when referring to the table or figure in a text. Refer to the table or figure as 'Table 1' or 'Figure 2' in the text, using a capital letter. For example: 'See Figure 1 as an example of this type of horse.'

Method 3 of 3:

### Referring to Tables and Figures in Chicago Style

*Social Media Citation Guide*

	MLA	APA
BLOG POST	Lastname, Firstname. "Title of the Blog Post Entry." <i>Blog Title</i> . Publisher. Date posted. Web. Date Accessed.	Lastname, Firstinitial. (Year, Month Date). Title of the Blog Post Entry. [Web Log Post]. Retrieved from <a href="http://thewebsite.com">http://thewebsite.com</a>
YOUTUBE VIDEO	Title of Video. Date of Video. YouTube. Web. D	Lastname, Firstinitial. (Year, Month Day). Retrieved from <a href="http://www.youtube.com/watch?v=specificURL">http://www.youtube.com/watch?v=specificURL</a>
TWEET	Lastname, Firstname (Username). "Enter the tweet message here." Date posted. Time viewed. Tweet.	Lastname, Firstinitial. (Year, Month Day). Enter the tweet message here. [Twitter post]. Retrieved from <a href="https://twitter.com">https://twitter.com</a>
FACEBOOK POST	Lastname, Firstname. "Enter Facebook post here." Facebook. Date posted. [Date accessed, <web address>]	Lastname, Firstinitial. (Year, Month Day). Enter the Facebook post here. [Facebook update]. Retrieved from <a href="http://www.facebook.com">http://www.facebook.com</a>
EMAIL	Lastname, Firstname. "Subject of Message." Message to Recipient's Name. Date of Message. Email.	In-text citation only (personal communication, Month Day, Year)

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1.

Introduce the table before you place it in the text. Make sure to number tables and figures consecutively, each in its own group.

Table 18: Initial and Life Cycle Cost of Rehabilitated Decks

System	Initial Cost, \$/m <sup>2</sup>		Present Value Total Cost <sup>1</sup>	
	Mean	Range	Over 25 years	Over 50 years
membrane + surfacing	60.81	18.57-161.99	114.70	147.00
membrane + surfacing			51.24	66.00
concrete overlay		13.38-344.16	123.35	156.00
concrete overlay	Q	104.59	151.99	192.00

L from literature survey  
 Q from responses to questionnaire  
<sup>1</sup> based on 10% interest rate, 5% inflation rate, and a maintenance cost of 10% of initial cost

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2.

**Refer to the table by its number.** Such as 'table 1,' without capitalizing it. For example: 'The data in figure 5 provides an overview of this information.'

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