

Thesis Guide 3 - Figures and Tables

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Figures and Tables Formatting and Style

- Both Tables and Figures are formatted based on how they appear in your selected Journal Model.
- They usually have a title and description placed either above or below them.
- They MUST be numbered.
- If you have more than 2 tables, you need an additional “List of Tables” page after your Table of Contents.
- If you have more than 2 figures, you need an additional “List of Figures” page after the Table of Contents.
- If you have both a List of Figures and a List of Tables, the List of Figures must be placed before the List of Tables.
- If used, the lists must have correct titles, numbering, and page numbers for each table and figure that you use in the thesis or dissertation.

Incorrect Spacing

Tables and Figures should be separated from the body of the text by 3 lines of space. However, there should never be too much space left at the bottom of a page. This is a common error when Tables and Figures are inserted into the thesis or dissertation.

text. This is sample text. This is sample text. This is sample text.

Figure 1 – TAMIU 50th Anniversary Logo



3

Both of these examples are incorrect because there is too much space left over after these figures have been inserted.

Description: This is the bottom of Figure 1.

UNIVERSITY

Correct Spacing

If there is extra spacing around a Table or Figure, that space should be filled up with text from the body of the thesis or dissertation. Usually, a small table or figure can be moved around the text or paragraphs. If a table or figure takes up an entire page, it should be mentioned by the text within one page of its appearance in the thesis or dissertation.

Figure 1 – TAMU 50th Anniversary Logo



These Figures have been placed correctly because they have text placed around them up to the appropriate place of the margins.

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Description: This is the bottom of Figure 1.

Incorrect Table

Subject 5	This	is	sample	text	This
Subject 6	is	sample	text	This	is
Subject 7	sample	text	This	is	sample
Subject 8	text	This	is	sample	text
Subject 9	This	is	sample	text	This
Subject 10	is	sample	text	This	is

Sometimes tables are too long to fit on a single page. However, they are not meant to be placed as in this example. This Table is incorrectly placed because it continues onto the next page without the proper headings and without noting that it is a continued table.

Subject 11	sample	text	This	is	sample
Subject 12	text	This	is	sample	text
Subject 13	This	is	sample	text	This

Table 1 – This is the Title for Table 1. This is the description for Table 1. □

This is sample text. This is sample text.

Correct Table

	Heading 1	Heading 2	Heading 3	Heading 4	Heading 5
Subject 1	This	is	sample	text	This
Subject 2	is	sample	text	This	is
Subject 3	sample	text	This	is	sample
Subject 4	text	This	is	sample	text
Subject 5	This	is	sample	text	This
Subject 6	is	sample	text	This	is
Subject 7	sample	text	This	is	sample
Subject 8	text	This	is	sample	text
Subject 9	This	is	sample	text	This

Table 1 – This is the Title for Table 1. This is the description for Table 1.

	Heading 1	Heading 2	Heading 3	Heading 4	Heading 5
Subject 10	is	sample	text	This	is
Subject 11	sample	text	This	is	sample
Subject 12	text	This	is	sample	text
Subject 13	This	is	sample	text	This

Table 1 Continued

This is sample text. This is sample text.

This is sample text. This

This Table, which continues from one page to the other IS correctly placed. Note that it has a break between the pages, and when it continues on the next page, all of the Headings are listed again on the second page.

Also note that on the second page, the Table's number (1, in this case) but not its title or description are listed on the table, along with the word "Continued."

This should also be done if the title of the table is placed above it, rather than below.

See Manual pages 10 and 11 for more info.