Tables, Figures, and Other Displays

*Formatting standards to remember:*

- If there are many tables or figures, they may be presented in an appendix following the text of the thesis.
- They may not be placed at the end of the chapter.
- If inserted into the text, they should be placed as soon as conveniently possible after the first mention of the data in the text.
- If they are small, they may appear on the same page; if large, the next full page may be appropriate.
- They may be placed on a page with no text above or below, or they may be placed directly into the text.
- If a table or figure is alone on a page (with no narrative), it should be centered within the margins of the page.
- If they appear on the same page with the text, quadruple space (i.e., double space twice) both before and after the table or figure to clearly distinguish it from the text (see below).
- All tables or figures interleaved with text should be counted in the pagination, but page numbers need not necessarily be typed on these pages if they interfere with the display.
- A consistent method must be followed throughout, however, either typing page numbers on all these pages or omitting them.
- If placing page numbers on the page, they appear in the same “portrait” orientation as the other pages in the text, regardless of the orientation of the table or figure.
- Whether a table or figure, it should include a number, title, and legend (i.e., a description or explanatory caption).
- The legend should be placed at the bottom of the figure.
- The heading for a table should be placed at the top of the table.
- Figure and table numbering must be either continuous throughout the thesis or by chapter (e.g., 1.1, 1.2, 2.1, 2.2).
- Horizontal figures and tables (i.e., those landscaped onto the page) must be positioned correctly and bound at the top, so that the top of the figure or table will be at the left margin.
- Figure and table headings/captions are placed with the same orientation as the figure or table when on the same page.
- When on a separate page, headings/captions are always placed in vertical orientation, regardless of the orientation of the figure or table.
- Do not use any gummed or cellophane tapes or rubber cement for mounting artwork, since these materials deteriorate rapidly. Avoid also the dry-mount cements, which often spot and peel away from the mounting sheet. Photographic corners and acetate pockets are also unacceptable as mounting. The following adhesives are acceptable for mounting illustrations on 8½” x 11” paper:
  - Acid-free polyvinyl acetate white glue
  - Dry-mount adhesive available through suppliers of archival products
- **Tables** are simply textual or numerical material; **figures** are graphic or pictorial.
- Each table or figure must be connected with a specific portion of the text in systematic fashion, and labeled with sufficient clarity to be understood independently of the text description.
<table>
<thead>
<tr>
<th>Type</th>
<th>Advantage</th>
<th>Disadvantage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Display</td>
<td>Direct comparison of information</td>
<td>Difficulty of comprehension</td>
</tr>
<tr>
<td>Chart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Display</td>
<td>High attention value</td>
<td>Expensive and sometimes imprecise</td>
</tr>
<tr>
<td>Drawing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graph</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 1. Types of display. This table presents a comparison of data and visual displays.

Tables
- Are simply textual or numerical material
- Should be typed directly or offset printed or digitally reproduced on thesis-quality paper
- Should be numbered serially throughout the thesis or by chapter
- Large tables may be positioned horizontally, if necessary (“landscape” layout)
  - In this case, page numbers must be omitted from all pages containing illustrations

Illustrations
- May consist of line drawings, graphs, maps, photographs, facsimiles of manuscript pages, works of art, musical scores, or other types of displays
- These are acceptable, as long as the media used to produce them (paper, inks, digital printing processes, traditional photographic processes, and adhesives) are permanent
- Illustrations of all kinds should be positioned to fit vertically on the page (“portrait” layout)
- Figures can be numbered serially throughout the thesis or by chapter
- All displays should include a figure number, title, and legend
- Images such as art works taken from books may be in several formats, two of which are shown below
- Be consistent in the method you select to present your images
- The entire bibliographical reference for the work from which the image was taken is not included in the legend but is cited in the bibliography; the last name of the author and the title of the book are sufficient
- Each page containing an illustration should be counted in the pagination
- **Reduction and Enlargement** – when drawings need reduction or enlargement, the author should make sure that the scale chosen will allow at least one-inch margins on each of the three open sides of the page and 1½-inch on the binding side
  - In addition, space should be left for page and figure numbers, and for a legend if one is to be typed beneath the figure
Line drawings

Line drawings or any other hand-lettered illustrations or labels must be done in India or other permanent black ink or reproduced by offset printing on high-quality paper consistent with the other pages of the thesis.

Photographs

Photographs included in the thesis may be originals or maximum-quality photocopies.

- Original black-and-white photographs should undergo “archival” or “optimum” processing to ensure reasonable permanency.
- Original color photographs should not be used since they are impermanent; however, color xerographic reproductions are acceptable.
- Photographs should be mounted on 8 1/2 x 11-inch long-lived and durable paper, using good quality commercial paste, dry-mount tissues (ironed on with a warm iron), or dry-mounting adhesive sheets. The Scotch brand No. 568 adhesive sheets provide excellent permanent mounting for several types of photographic papers.
- Original photographs should be digitally reproduced on high-quality paper, consistent with that required for the text of the ALM thesis, and should have high contrast and (when applicable) accurate color.

Fine arts prints

Fine arts prints should generally be reduced to a 5 x 7-inch format, which will leave adequate space for the required 1½-inch margin on the left, the 1-inch margin on the other three sides, and for the figure number, title, and legend.

Prints should be mounted on thesis-quality paper, using the same kinds of mounting systems described under Photographs. Page numbers (if used) and identification of figures must be typed onto each sheet of paper before the prints are mounted.

Other types of illustrations

Other types of illustrations – such as maps, manuscript pages, musical scores, or autographs – should be presented or reproduced in accordance with the specifications outlined for the use of photographs, fine arts prints, and original drawings.

They can be photographically or digitally reproduced or offset printed.

- All such copies must have high contrast and must be presented on high-quality paper consistent with that required for the text of the thesis.
- Black and white photocopies are acceptable if produced on paper that meets the same standards required for the text of the thesis.
- Images can be copied onto acid-free buffered paper.
- Color photocopies made on a laser copier are acceptable.