

# APA 7<sup>TH</sup> EDITION TABLES & FIGURES

APA 6<sup>th</sup> and 7<sup>th</sup> edition tables and figures mirror each other. Some helpful resources include:

- 7<sup>th</sup> Edition Style Manual, Section 7.8 to 7.21, pp. 195-252
- [APA Style Blog on Tables & Figures](#)
- The APA Companion Manuals, *Presenting Your Findings* and *Displaying Your Findings*

Professors always have the final say on formatting for their courses. You should refer first to your: Professor's preferences - often found in the course syllabus.

## ESSENTIAL GUIDELINES FOR 7TH EDITION TABLES AND FIGURES

1. Tables and figures should be used to enhance and complement the reader's understanding of a text. These should not be used if the information was already explained in the text itself.
2. Tables are used to emphasize individual data points whereas figures (including graphs, charts, maps, drawings, and photos) emphasize relationships.
3. Tables and figures are listed in order of their appearance; their lists are numbered separately.
4. Regent University typically recommends using Times New Roman and 1-inch margins but leaves the font size (8 to 14-point) and spacing (1, 1.5, or 2-inch) up to the student.
5. Titles are left-aligned with a space above the table/figure, and italicized in title case capitalization.
6. Tables and figures are included either in-text or following the references in an appendix.
7. For either tables or figures, all abbreviations used should be defined in the notes to ensure the table/figure can be understood independent of the text itself.
8. Three types of notes may appear with a single space following a table/figure:
  - General notes refer to information about the entire table and should appear first. These include defined abbreviations, citations, and copyright, which are formatted as regular in-text citations.
  - <sup>a</sup>Specific notes appear in a new paragraph and are indicated by superscript lowercase letters as seen here; <sup>b</sup>Subsequent notes follow in the same paragraph.
  - \*Probability notes (on p-values used in statistical hypothesis testing) appear as a separate paragraph with subsequent notes in the same paragraph. (from the APA 7th edition manual, p. 199)

**PRACTICE NOW**

## APA TABLE ANATOMY

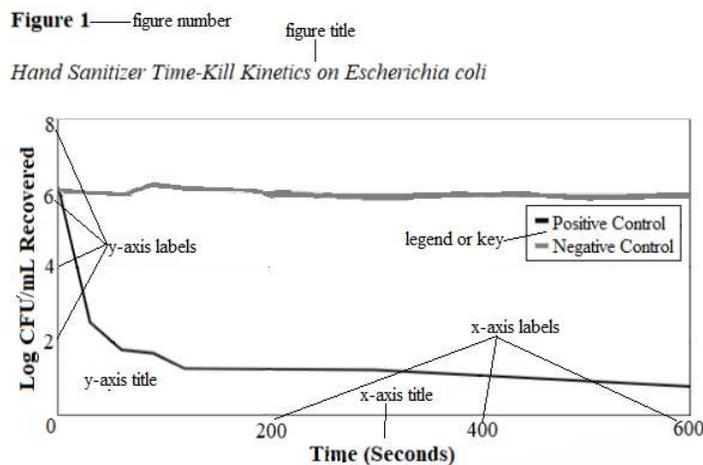
- Adding Your Table:** Select the 'Insert' toolbar, then hover over the 'Table' option and select the desired dimensions. To edit the table's borders, highlight the desired area, right-click, then select ; APA does recommend only horizontal, not vertical borders (called rules).

table number: Table 1  
 table title: *Minimum Bactericidal Concentration of Various Antibiotics on Potential Pathogens*  
 stub heading: Bacterial Name  
 column heading: Antibiotic Used (mg/mL)  
 column spanner: Trial 1  
 table spanner:

Bacterial Name	Antibiotic Used (mg/mL)		
	Penicillin	Tetracycline	Vancomycin
	Trial 1		
<i>Escherichia coli</i>	80	75	20
<i>Staphylococcus aureus</i>	45	13	18
<i>Streptococcus pylori</i>	25	20	13
Mean (mg/mL)	50	36	17

## APA FIGURE ANATOMY

**To Insert a Figure:** Select the "Insert" tab, then for charts, select or for a picture, select Pictures. To illustrate a concept, select to add a SmartArt graphic. To adjust data, right-click the chart and select Edit Data. To add to a chart, select to include elements such as legends or axis titles.



### APA'S CHECKLIST FOR TABLES & FIGURES

<input type="checkbox"/> Images are clear	<input type="checkbox"/> Font can be read	<input type="checkbox"/> Axes are clearly labeled
<input type="checkbox"/> Lines are smooth and sharp	<input type="checkbox"/> Units are provided	<input type="checkbox"/> Elements are explained by notes