



## Formatting Tables and Figures in APA

### Tables

#### General Formatting

- All tables should be numbered sequentially using common numerals.
- Do not include letters as suffixes for related tables (Table 1a, 1b, 1c, etc.). Instead, combine related tables.
- For tables in appendices, a capital letter corresponding to the letter of the appendix should precede the numeral in the label (so the first table appearing in Appendix A would be labeled Table A1).
- All text inside of tables should be single spaced
- Tables should only use horizontal borders where they are necessary for clarity (beneath column spanners or column headings, or to separate a total row from the rest of the data). Tables should never use vertical borders.
- The entirety of the table should appear on the same page.

#### Example Table

**Table 1**

*Population of City and High School by Race and Ethnicity (2022-2023)*

	White	Black	Hispanic	Asian	Multiple Races	American Indian	Native Hawaiian
<b>City</b>	969	1,243	833	350	347	10	15
<b>High School</b>	285	360	231	61	65	2	3

*Note.* Adapted from "Fredericksburg City Public Schools" (n.d.).

**Speaking and Writing Center [1]:** Note that the table should be labeled as a table and numbered. It should be left-aligned and in bold in the line above the title of the table.

**Speaking and Writing Center [2]:** This is the title of the table. It should be in the line below the label of the table, italicized and also left-aligned. The title of your table or graph should be in title case, which means every major word of the title is capitalized (this excludes short prepositions and articles - in this example: of, and, & by)

**Speaking and Writing Center [3]:** These headings are called Column Headings. They should follow sentence case (following the capitalization rules of a sentence, where only the first word is capitalized except for proper nouns, acronyms, and abbreviations). They should be kept in the singular form, unless in the context of discussing groups.

**Speaking and Writing Center [4]:** These headings are called Stub Headings. These are usually major independent variables that describe the category of data to the right of them. Stub Headings should be bold.

**Speaking and Writing Center [5]:** These are data points. They should be center-aligned and all rounded to the same decimal point. They should all be measured in the same unit as well.

**Speaking and Writing Center [6]:** These headings are called Stub Headings. These are usually major independent variables that describe the category of data to the right of them. Stub Headings should be bold.

**Speaking and Writing Center [7]:** These are data points. They should be center-aligned and all rounded to the same decimal point. They should all be measured in the same unit as well.

**Speaking and Writing Center [8]:** This is an example of a general note. Note that the word note is italicized and followed by a period, but the note itself is not italicized.

If you need to include both an explanatory general note and a citation, you should include the explanatory note first and you should format your citation as a parenthetical citation at the end of the note. The parenthetical citation should be formatted according to the standard rules of APA style. For example:  
Note. This table does not include a separate category for the large number of Afghani students in the school district. These students are categorized either as White or Asian ("Fredericksburg City Public Schools," n.d.).

**Speaking and Writing Center [9]:** For tables copied directly from outside sources, you should use the words "Sourced from" here. This table uses the words "Adapted from" because the data was taken from the source indicated, but the table was not copied directly (additional information included in the source was not included in this table).

**Speaking and Writing Center [10]:** This part of the note corresponds directly to the bibliographic information for this source. This source does not have an author, so the title of the website is used in quotations. If the website had an author, the author's last name would be used here



## Notes

- All notes should be double spaced.
- There are three kinds of notes: general notes, specific notes, and probability notes.
- General notes refer to the content of the entire table. They should be preceded by the word “*Note.*” which should be italicized and separated from the content of the note with a period.
- Specific notes refer only to the value of a specific cell in the table. Specific notes should be indicated using a lowercase superscript letter following the data to which the note applies (a,b,c,d, etc.). For multiple specific notes in a single table, you should begin lettering first from left to right and then from top to bottom.

<sup>a</sup>n = 823; <sup>b</sup>One participant in this group was diagnosed with schizophrenia during the survey.

- Probability notes provide the reader with the results of the tests for statistical significance. Asterisks indicate the values for which the null hypothesis is rejected, with the probability (p value) specified in the probability note. Probability notes are only necessary when they are relevant to data in the table. Consistently use the same number of asterisks for a given alpha level throughout your paper.

\*p < .05. \*\*p < .01. \*\*\*p < .001

**Speaking and Writing Center [11]:** You should repeat the superscripted letter at the beginning of the single note to indicate which cell the note applies to.

**Speaking and Writing Center [12]:** Note that a period should be used to separate individual specific notes. It is not necessary to start a new line for each specific note.

**Speaking and Writing Center [13]:** Note that if you have multiple different p values in a single table, it is not necessary to start a new paragraph for each note. All of your probability notes should be part of the same paragraph.



## Example Table with Specific and Probability Notes

**Table 2**

Sample Table Showing Decked Heads, Specific Notes, and Probability Notes

Variable	Visual		Infrared		<i>F</i>	$\eta$
	<i>M</i>	<i>SD</i>	<i>M</i>	<i>SD</i>		
Row 1	3.6 <sup>a</sup>	.49	9.2	1.02	69.9*	.12
Row 2	2.4	.67	10.1	.08	42.7*	.23
Row 3	1.2	.78	3.6	.46 <sup>b</sup>	53.9*	.34
Row 4	0.8	.93	4.7	.71	21.1*	.45

<sup>a</sup>This is a note specific to this particular piece of data. <sup>b</sup>This is a different specific note pertaining to this specific piece of data.

\* $p < .01$ .

## Tables and Data from Outside Sources

- If copying a table from another source, be sure to copy the format of the table exactly and cite the table appropriately according to APA style.
- If you are using data from an outside source to create your table, you should include an APA style citation in the note below the table.
- If you need to include both an explanatory general note and a citation, you should include the explanatory note first and you should format your citation as a parenthetical citation at the end of the note. The parenthetical citation should be formatted according to the standard rules of APA style.
  - For example:  
*Note.* This table does not include a separate category for the large number of Afghani students in the school district. These students are categorized either as White or Asian ("Fredericksburg City Public Schools," n.d.).

**Speaking and Writing Center [14]:** Note that the number of asterisks used to indicate a specific p value should remain consistent throughout your entire paper. Note that this asterisk-p-value is not the same system as the one listed as an example above.

**Speaking and Writing Center [15]:** Note that the number of asterisks used to indicate a specific p value should remain consistent throughout your entire paper. Note that this asterisk-p-value is not the same system as the one listed as an example above.

**Speaking and Writing Center [16]:** Note that this data point is further down and further to the right than the data point with the note "a."

**Speaking and Writing Center [17]:** Note that the number of asterisks used to indicate a specific p value should remain consistent throughout your entire paper. Note that this asterisk-p-value is not the same system as the one listed as an example above.

**Speaking and Writing Center [18]:** Note that the number of asterisks used to indicate a specific p value should remain consistent throughout your entire paper. Note that this asterisk-p-value is not the same system as the one listed as an example above.

**Speaking and Writing Center [19]:** Note that there should be no space between the superscript number and the first word of your note.

**Speaking and Writing Center [20]:** Note that for multiple specific notes in a single table, it is not necessary to start a new paragraph for each note. All of your specific notes should be a part of the same paragraph.



## Figures

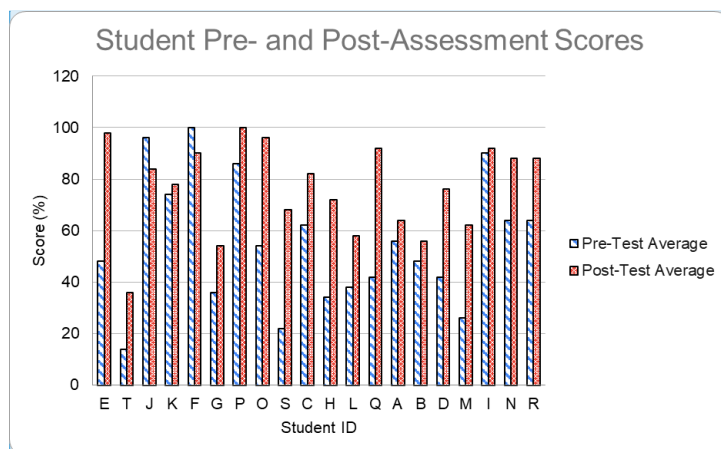
### General Information and Formatting

- Figures include all types of graphics that are not tables. This includes graphs, charts, drawings, maps, diagrams, photos, etc.
- All figures should be numbered sequentially using Arabic numerals.
- Within your figure, all text should use a sans-serif font (such as Arial or Calibri), and be consistently sized between 8pt and 14pt font. Graph or table and axis titles, or the titles on the x- and y-axes that show the variables, should follow title case. In the example Figure 1 below, “Score (%)” and “Student ID” are the axis titles.
- Avoid using only color to convey information. Where color is used to differentiate information, pattern should also be used to ensure that color-blind individuals are still able to access the information in the figure.

### Example Figure

**Figure 1**

*Student Pre- and Post-Assessment Scores*



*Note.* This data was invented for the purpose of a data analysis activity and does not represent any actual students.

**Speaking and Writing Center [21]:** Note that the label of the figure should be bolded and left-aligned.

**Speaking and Writing Center [22]:** Note that the title of the figure should be italicized and left-aligned. It should appear on the line below the figure label.

**Speaking and Writing Center [23]:** When pasting an image into your paper, make sure it appears large enough that the data or image is clearly visible. Avoid blurry or poor quality images. For photos, ensure the contrast is high.

**Speaking and Writing Center [24]:** General notes may appear below the image of the figure and should follow the same formatting rules as general notes for tables. The word "Note" should appear at the beginning of the note in italics and should be separated from the rest of the note by a period. Notes should be double spaced.