

LABELING TABLES AND FIGURES

TABLES

- A table has a title that appears **above** the table, separated by a single space from the table.
- It is introduced with the word “Table”, followed by the number of the table and a period. Leave 2 horizontal spaces before first word of the title.
- There is no punctuation at the end of the title.
- Title capitalization is used (e.g. capitalize the first letter of all words except prepositions).
- A note may be placed beneath the table. If the table is not your own, you must cite your source.

Table 5. Number of Theses Submitted for Editing June – October 2006

| Program | June | July | August | September | October | Total |
|-------------|------|------|--------|-----------|---------|-------|
| History | 2 | 3 | | | 3 | 8 |
| Sociology | 2 | | 2 | 2 | | 7 |
| Philosophy | 3 | 1 | 2 | | | 6 |
| Psychology | 2 | 2 | | 1 | 1 | 6 |
| Education | 3 | | 3 | | 2 | 8 |
| Business | 1 | 1 | | | 1 | 3 |
| Month Total | 13 | 7 | 7 | 3 | 8 | 38 |

Note: These figures do not represent actual numbers for 2006.

FIGURES

- The caption for a figure is placed **below** the figure.
- It is introduced with “Figure” or the abbreviation “Fig.”, followed by the figure number. Leave 2 horizontal spaces before the first word of the caption.
- Sentence capitalization is used, i.e. only the first word and proper names have their first letter capitalized.
- There is no punctuation at the end of the caption.
- A citation of an external source is placed beneath the caption.

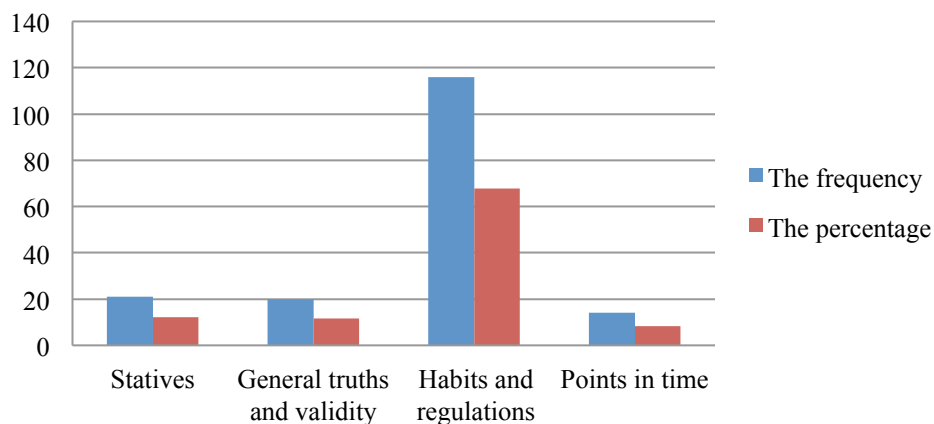


Fig. 3 Distribution of extended progressive use in non-standard contexts