

Chapter 6

TABLES AND FIGURES

6. 1 General Specifications

A table is a columnar arrangement of information, often numbers, organized to save space and convey relationships at a glance. You may need to consult a style manual in your field as an aid in preparing tabular material.

A figure is a graphic illustration, such as a chart, graph, diagram, map, photograph, or plate. Strictly, the word “figure” includes the word “illustration,” so that those theses and dissertations that combine various forms of graphics would list all of them together in a single “list of figures.” On the other hand, some theses—notably, those in the visual arts—use illustrations but not other kinds of figures; it is appropriate to identify the list of these as a “list of illustrations,” with the individual items still headed “Figure 1,” “Figure 2,” and so forth.

You may have figures professionally prepared, or you may draft them yourself if the final product is of high quality, and you may use transfer materials, lettering guides, or very careful hand lettering when typing. Today, usually, word processing or a specialized computer program will serve your needs. Color is allowed in tables or graphs, but to the extent possible, please organize the colors and labeling so that one can read the graphic in a black and white photocopy. If you choose to use color in graphics, the library copies of those pages must both be printed in color.

The following points give the standards required for this University:

Each table and each figure in the text will have a number and caption (title and, if appropriate, brief explanatory information). Tables and figures must be numbered in

separate sequences according to the order of their appearance in the thesis or dissertation (consecutively throughout beginning with 1). A decimal system by chapters is an alternative: the first table in chapter 2, for example, would be Table 2.1, the second Table 2.2.

Position the labeling for tables and figures correctly

Type table numbers and captions at least two lines above the table. Type figure numbers and captions at least two lines below the figure.

The margins required for pages with figures and tables are the same as for the rest of the thesis or dissertation. (See 6.2 for methods of handling oversize material). Page numbers should appear in the same position as on other pages—although rotated pages can have page numerals rotated as well.

Tables, figures, and illustrations should be included only if mentioned in the text and functional for the work as a whole. They are to be referred to in the text by number (not by a phrase such as “the following table”) and in the same form that the title/caption uses: “This result is shown in Figure 2” or “. . . research findings (see Fig. 2)”—depending if “Figure 2” or “Fig. 2” is the style being used. Place a table or figure near or soon after the first mention of it in the text. (Some format systems place all tables or figures at the end of the text of the work; these would still be mentioned in the text wherever the reader is to refer to them.)

A small table or figure may appear on the same page with text surrounding it, but a table or figure that is half a page or more in length must be placed on a separate page. A table or figure must appear complete on one page, if it will fit. See section 6.2.2, for how to handle ones that are too long for a page. Some authors (or their advisors) will prefer to label each graphic illustration or figure not on the page itself but on a “display page” preceding it, as discussed in 6.2.3. You may adopt this style throughout your work.

If an illustration, figure, or table is taken from another source, indicate the source, either using the documentation system of your thesis or dissertation or in a note at the bottom beginning “Source: . . . “ If a figure or table is photocopied from its source, the same standards of type size and legibility apply as for the work in general. The number and caption (if any) are deleted from the original, and a new number and caption are added in the same typeface used for other figures or tables.

6.2 Oversized Materials

If you have difficulty fitting a large table, illustration, or figure within the margins, consult the following options and select the method—or combination of methods—that is most effective, or easiest and least costly.

1. Place the table or figure sideways on the page, rotating it 90 degrees counterclockwise from its normal position. Place the table or figure number and caption sideways also so that all parts can be conveniently read together. You may place the page number in the rotated position as well. In the binding of rotated pages, be sure that the bottom of the sideways figure points outward rather than in toward the binding.
2. You may continue the table or figure on succeeding pages. Type “(cont. on next page)” (without the quotation marks) at the bottom right of a figure or table to be continued. In the case of a table, the following page should have the heading “Table 4 (cont.)” (substitute the appropriate number; spell out the word “continued” if you like). If a figure is carried over to another page or pages, the complete caption should appear at the bottom of the first page. The next page then reads, at the bottom, “Figure 3.4 (cont.)” (for example). Any column headings should be repeated on the new page.
3. You may use the entire area within the margins for the table or figure but place the number and caption on a separate “display page” preceding the table or figure. In the list of tables or illustrations, refer to the page number of this inserted “display page” to identify this item. Type the number and caption so that they will read in the same direction as the table or figure; e.g., if you place the figure sideways, type the number and caption sideways. You should not

use the reverse side of the page; those are always blank in UMass Dartmouth theses and dissertations.

4. You may photo-reduce the body of the table or figure to fit within the margins, leaving room for a caption on that page or using a “display page” as above. But do not reduce the table/figure number and caption or the page numeral.
5. You may place oversized material on a foldout page. The left edge of the foldout page should be even with the other pages of the thesis or dissertation. Folds on the right must be at least 1 inch from the right edge of other thesis or dissertation pages (to avoid damage to the foldout when pages are trimmed for binding), and those on the left should be at least 1 1/2 inches in from the left side (so as not to be caught in the sewing).
6. You may place folded oversized items in a pocket. When the thesis or dissertation is bound, the material will be placed in a pocket attached to the inside back cover of the thesis or dissertation. If the material is an appendix, list it in the table of contents; if it is a table or figure, list it as such in the front matter. Use the designation “in pocket” in place of the page number in the table of contents or list of figures or tables. For a related aspect, see “Slides or a CD of the Author’s Work,” 6.4.

6.3 Photographs and Reproductions of Images

Photographic illustrations to be used in a thesis or dissertation—color or black and white—must be either original photographs or high-quality reproductions. Do not use unprocessed photocopies made from a photograph. List and caption the photographs as figures unless you wish to have a separate list of illustrations, photographs, or plates.

Today, photographic images for theses or dissertations can be adequately presented by using a high-quality color printer. Alternatively, the author may prepare those pages with high-quality color photocopier. A professional copy center should have the equipment needed. Copies made using these high-quality processes can be cut to size and then mounted (see next paragraph) onto sheets of

thesis or dissertation paper upon which you have printed the page numeral, caption, and any other text. Alternatively, you can prepare a white sheet with the page numeral, caption, and other text, position your photograph on it, and then produce a high-quality color photocopied image of that whole page, for binding with the thesis or dissertation pages. Thesis or dissertation preparers have found that the rag-content paper does not hold a good high-quality color photocopied image. You may therefore use any appropriate quality paper that the copy shop provides—usually, it will have a shinier finish than the rag paper.

You may use actual photographic prints. If you dry-mount photographs, be sure that they are permanently attached to the page. Use dry-mounting tissue (applied with a warm iron), adhesive sheets, or spray adhesive. Do not use tape, rubber cement, or adhesive corners. If an entire 8 1/2 by 11 sheet of photographic stock is to be bound in, use as thin a stock as is available.

Prepare these quality-image pages for both library copies and for any other formal copies of your thesis or dissertation.

Copyright law is stringent regarding copyrighted images. Chapter 7 discusses this matter.

6. 4 Slides or a CD of the Author's Work

If photographic slides of your work are to be incorporated in the library copies of your thesis or dissertation (as occurs for many theses in the visual arts), they are inserted in one or more plastic slide-holder sheets that are bound into the work against the rear cover. Each slide is to be labeled appropriately, according to specifications from your department. We have found that the standard slide-sheet is somewhat larger than the 8 1/2 x 11 size of a sheet of paper, and will not fit conveniently in the binding; therefore the innermost column of slide pockets should not be used. In planning for the number of slides that can be accommodated, therefore, one must not count on using that first column of slide pockets; the standard sheet thus will hold only 15 slides, not 20. Each slide should be hand labeled and numbered so it can key into the list of slides included in your thesis or dissertation.

Material such as a CD or folded map will be handled similarly, using a pocket in the back. A videotape, being thick, might use a separate box, properly labeled; however, CDs, easily prepared, are preferred. You should consult both the Office of Graduate Studies and the library before making your final plans when unusual material will be included.

You should indicate in the thesis or dissertation itself that this material is present, handling the matter similarly to how “pocket material” is handled (see section 6.2.6). For example, in the front matter, list “Slides of the Author’s Work” at the end of your List of Illustrations, with the designation “inside rear cover” in place of a page number; or, in the absence of illustrations, place a List of Slides in its place, annotated as being located inside the back cover. The List of Slides would show numbered items listing names and other data for each item, corresponding to the labels on the slides themselves.

Both library copies should have a set of identical slides, graphics, CDs, and so on.