Tables

Caption
- The table number appears above the table in bold (e.g. Table 1).
- The table title appears below the table number in italics, with all words with four or more letters capitalised.
- The table appears below the table title.
- The author/s and copyright date appear below the table.

In-text Citation:
When you discuss the table in the body of your work, refer to it by its number, e.g. ‘As shown in Table 8’…

Reference List
Reference the table as the resource it came from. For example, this could be a book, journal article or website. After the title, put the word ‘Table’ in square brackets. E.g. [Table]

Example

Table 1

Probabilities Associated With Numbers of Heads Likely on Two Coin Flips

<table>
<thead>
<tr>
<th>Flip #1</th>
<th>Flip #2</th>
<th>Probability of Flips 1 and 2 happening jointly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head (p = .5)</td>
<td>Head (p = .5)</td>
<td>.25</td>
</tr>
<tr>
<td>Head (p = .5)</td>
<td>Tail (p = .5)</td>
<td>.25</td>
</tr>
<tr>
<td>Tail (p = .5)</td>
<td>Head (p = .5)</td>
<td>.25</td>
</tr>
<tr>
<td>Tail (p = .5)</td>
<td>Tail (p = .5)</td>
<td>.25</td>
</tr>
</tbody>
</table>

Σ = 1.00

(Gehrer & Hall, 2014)

Reference:
Graphs

Caption

- The figure number appears above the graph in bold (e.g. Figure 1).
- The figure title appears below the figure number in italics, with all words with four or more letters capitalised.
- The graph appears below the figure title.
- The author and copyright date appear below the graph.

In-text Citation

When you discuss the graph in the body of your work, refer to it by its number, e.g. ‘As shown in Figure 1’…

Reference List

Reference the graph as the resource it came from, for example this could be a book, journal or website. After the title, put the word ‘Graph’ in square brackets. E.g. [Graph]

Example

Figure 1

Daily Confirmed and Probable Cases of COVID-19 in New Zealand

![Graph Image]

(Ministry of Health, 2020)

Reference:


Last Updated: 06 July 2020