

# Learning Commons

Academic Writing Center - Graduate Students



## Formatting and Labeling Tables and Figures in APA Style

### Charts

Label the table using Arabic numerals; do not use suffixes

Capitalize each word of the title, except connecting words (e.g. and, to, of)

Capitalize only the first letter of headings

Use lines above and below the column headings

Table 9  
*Number of Hamilton County Children With a Pet MPF*

<i>Age</i>	<i>With</i>	<i>Without</i>
9	271	791
10	149	626
11	322	982

Note. MPF = *Mustela putorius furo* also known as a ferret.

Italicize titles

Italicize and follow with a period for notes relevant to the entire table

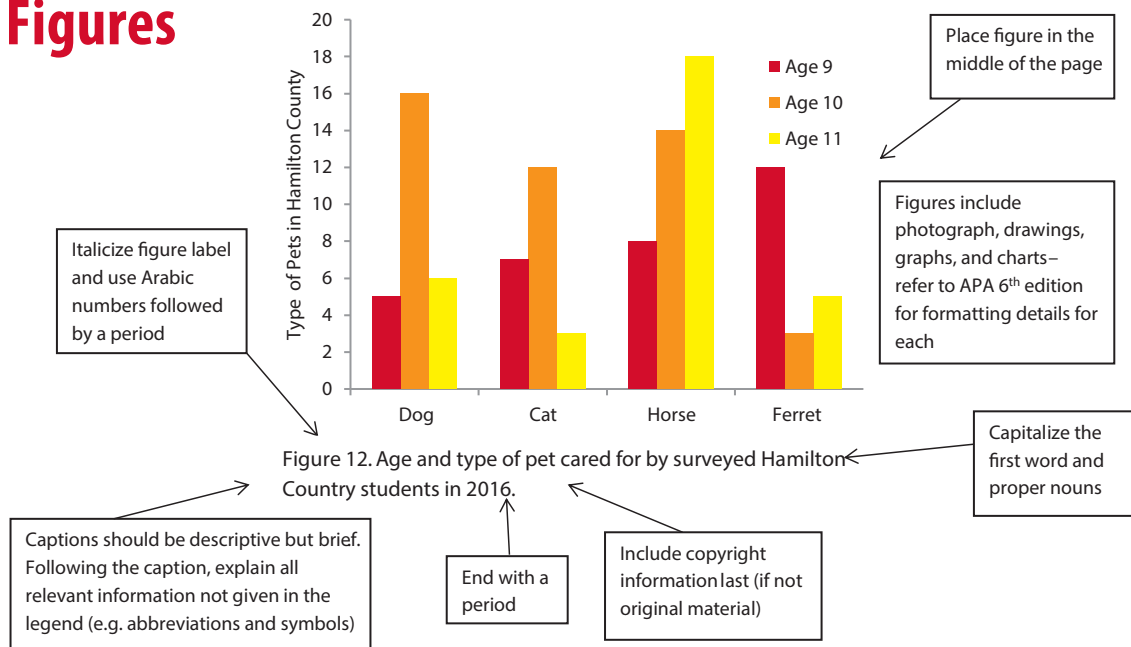
Italicize scientific names/species' names

Use a period after the note

Use a white space instead of lines in the body of the table

Add a line below final entries

### Figures



#### Further Resources:

- Publication Manual of the American Psychological Association (Sixth Edition)
- The OBB Media Center at SU (Samford University) - YouTube video "Table Formatting - APA"
- Purdue Online Writing Lab - "APA Tables and Figures"

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