For some papers and reports, you may choose to add a table, graph, or image within the body of the draft. Or you may choose to include an appendix at the end of your paper. These can help to provide a visual representation of data or other information that you wish to relay to your reader. Follow the guidance below to understand when and how to use these features.

**When to Use a Table, Graph, or Image**

A table or graph is a visual representation of data. Examples of these are pie charts, bar graphs, or flow charts. An image refers to a photograph or drawing. You don’t want to add these just for the sake of having a visual element in your paper. Visuals should be used only to enhance and clarify the information in your paper. Use a table or graph when you are dealing with complex numerical data. Use an image when you need to show your reader a specific object, structure, or drawing that you are discussing in your paper.

Basically, these should be used out of *necessity* to *support* the information in your paper. These should not be used as a replacement for written information or to simply take up space.

**How to Incorporate a Table, Graph, or Image into your Paper**

Tables and graphs can be created on your own in Word, or you can use a table or graph from a source. An image or drawing can be copied and pasted from a source. Whether you create your own or copy and paste from a source, you will need to format and cite your table, graph, or image in APA style.

**Tables:**

- Label and number the table.
- Give it a descriptive title in italics on the line after the number and label of the table.
- Include all necessary information in the table so the reader can understand that data just by viewing the table presented.
- Include and label a *Note* on the line under the table to include any additional information and a full reference citation if it was obtained from a source (be sure to also include a full citation in your references list).
- You should always refer to the table by its label within the text of your paper—don’t simply insert a table alone. For example: “The statistics on the percentage of animals for science that suffer can be seen in Table 3.”
Example of how a table should be formatted:

Table 1
Regression Model with IP Score as the Criterion Variable

<table>
<thead>
<tr>
<th></th>
<th>Unstandardized Coefficients</th>
<th>Standardized Coefficients</th>
<th>t</th>
<th>Sig.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constant</td>
<td>-.343</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSPS_Scores</td>
<td>.448</td>
<td>.638</td>
<td>12.100</td>
<td>.000</td>
</tr>
<tr>
<td>SAS_Scores</td>
<td>.543</td>
<td>.192</td>
<td>3.744</td>
<td>.000</td>
</tr>
<tr>
<td>Program Type</td>
<td>-5.403</td>
<td>-.157</td>
<td>-3.157</td>
<td>.002</td>
</tr>
</tbody>
</table>


Graphs and Images (Figures):

- Number the graph, image, or drawing, and label it as Figure in italics on a line under the image itself.
- Give it a descriptive title following the label and number.
- Include a full reference citation of where the image or graph was obtained following the title of the figure (be sure to also include a full citation of the source in your references list).
- You should always refer to the graph or image by its label within the text of your paper—don’t simply insert a figure alone. For example: “Figure 2 provides an example of this culture’s ceremonial practices in action.”

Example of how a figure should be formatted:

![Figure 1](http://oceanservice.noaa.gov/podcast/june14/mw126-garbagepatch.html)

**When to Use an Appendix**

An appendix is a page that is included at the end of your paper to include additional information for your reader. You might choose to use an appendix to include detailed information that is distracting if placed in the body of the paper. For example, this could be a questionnaire you used for interviewing research participants, a survey used, or a list of materials used for a project.

**How to Incorporate an Appendix into your Paper**

The appendix should be included as a separate page at the end of your paper, after your references page. You can have a single appendix, or more than one. If you have multiple items, such as multiple questionnaires for research participants, create a separate appendix for each item. An appendix can contain textual information and/or visual information. If you feel that any tables, graphs, or images are too bulky or too distracting for the body of your paper, you can place these in an appendix. Any appendix should be formatted according to these APA standards:

- An appendix must be labeled as Appendix. This should be centered on the page and in bold font. If you have more than one appendix, label them Appendix A, Appendix B, and so on.
- If you have more than one appendix, these should be organized so that the first appendix mentioned in your paper is Appendix A, the second one mentioned in your paper is Appendix B, and so on.
- If there is anything in the appendix that was obtained from a source, cite that source with a full reference citation and be sure to include that source in your references list.
- Copyright laws: As long as there is no intention of publication, a student can use tables/figures in a course paper without getting written permission. There are copyright laws for using questionnaires, surveys, or other materials from a published source that is not public domain, so be sure to refer to the rules if you have questions about whether or not you can reprint any materials.
- You should always refer to the appendix by its label within the text of your paper—don’t simply insert an appendix alone. For example: “For the full list of materials used for this project, see Appendix B.”