

## GUIDE TO FIGURE AND TABLE PLACEMENT IN THESES AND DISSERTATIONS

There are **three** options for placing figures and tables in your thesis or dissertation. *Please choose only **one** of the following options:*

### **Option 1:**

- All figures and tables must have references and should be numbered consecutively (Figures 1, 2, 3) or locally with decimals, Figure 1.1, Figure 2.1.
- Tables and figures must be referenced in **numerical** or **sequential order**, for example, Figure 1.1, Figure 1.2, Figure 1.3, etc. Figure 1.2 should not appear before Figure 1.1.
- Place figures and tables **after** the **first reference** at the **top** or **bottom** of the page.
- Once you mention a range of figures (for example, **Figures 2.1 – 2.5**), place them **immediately** on the page (in sequence) **without any text**.
- The figure or table must be placed as close to the “first mention” [reference] as possible, making sure that it either begins or ends a page or is placed on a page without any body text immediately after the page where it was mentioned.
- Do **not** place figures and tables in the middle of a page between two paragraphs.
- A table or figure requiring more than one page may not be placed on a page with text.
- There should be at least **6 lines of text** on a page with figures or tables.
- All figures and tables must have a **caption** or a **legend**.
- **Full-page** figures or tables must be placed on the page immediately following the reference.
- When a table or figure continues to a second page, the number and the word “continued” are placed **above** the table or **below** the figure. On continued tables, column heads should also be repeated.

**Option 2:** Place figures and tables on pages **without text** after the **first reference**.

**Option 3:** Place figures and tables at the end of each chapter, respectively, if it is acceptable to your faculty advisor and supervisory committee.

Please consult the Thesis Handbook for additional information (pp. 34-39 and Appendix D).