

# Guidance for using figures or tables

UWE library

## Each figure, graph and table should have:

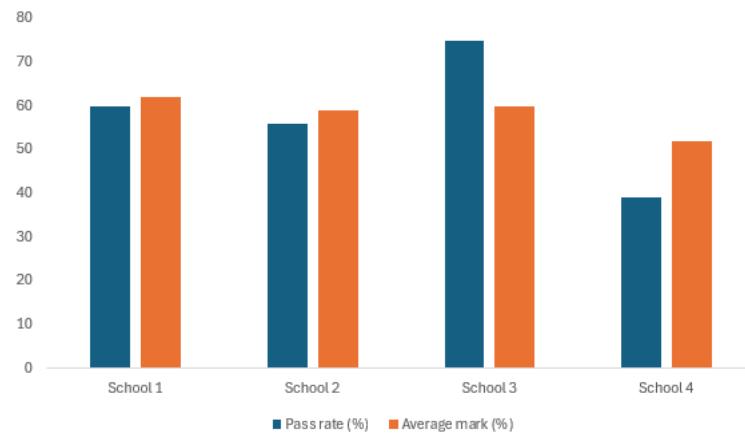
- A number following the order appears in the text (for example, figure 1, figure 2, table 1, table 2).
- A meaningful title so your reader understands straightaway what the data is about. Titles should be located above tables and below figures and charts.
- A reference if presenting data produced by someone else (the example below uses UWE Bristol Harvard). You will also need to add the full reference to that document in your reference list.
- Figures: graphs, diagrams, or illustrations/images.
- Tables: data presented in tabular form.

## Example of a table

**Table 1: Undergraduate and postgraduate students at UWE Bristol, 2014-2015 (UWE Bristol, 2015)**

Status	Number
Undergraduate	21,466
Postgraduate taught	5,346
Postgraduate research	468
<b>Total</b>	<b>27,280</b>

## Example of a graph



**Figure 1: Language and test results comparison 2013-2014 (UWE Bristol, 2015)**