Using charts, figures and tables

Using charts, figures, or tables to present the data that you have produced or found can be a powerful supplement to support the point you are making in your writing.

Note: Always refer to your module handbook and your tutor first for questions related to format requirements.

Figures are graphs, diagrams or illustrations/images.
Tables are data presented in tabular form

Figure 1 – Definitions (Source: Centre for Academic Success, 2011).

The recommendations below are only general academic guidelines. There might be subject specific variations so look at examples for your subject.

How to present charts, figures and tables

Each figure, graph and table should have:

- A number following the order it appears in the text (e.g. chart 1, chart 2, 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
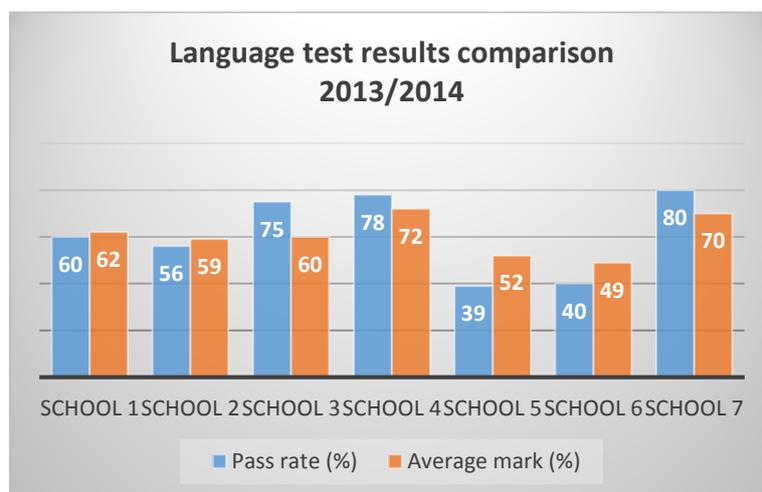

Chart 1: Language test results comparison 2013-2014

- A reference **when** presenting data produced by someone else (this example uses UWE Harvard)

Table 1: Undergraduate and postgraduate students at UWE – 201/2015 (UWE, 2015)

Status	Number
Undergraduate	21,466
Postgraduate Taught	5,346
Postgraduate Research	468
Total	**27,280**

You will also need to add the full reference to that document in your reference list.

Using appendices to present charts, figures and tables

- You can also add your charts, figures and tables in your appendices and refer to them within your text. (e.g.: As shown in Appendix 1, students use the library in different ways. According to Mr X (see Appendix 2), defining success varies across the board.)
- Make sure that it doesn't break the reading flow for your reader.
- If the data is highly relevant to the point you are making in your writing, then consider inserting the data within your text.

Structuring my project report or dissertation

You should always refer to your module handbook and talk to your supervisor to check if a specific format is required for your project or dissertation.

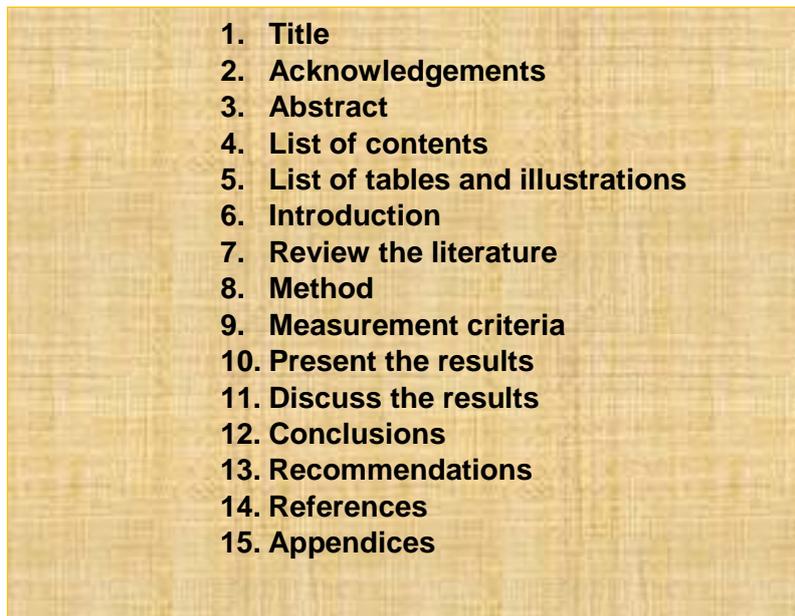If not available, you can follow the suggested structure shown in figure 2:

1. **Title**
2. **Acknowledgements**
3. **Abstract**
4. **List of contents**
5. **List of tables and illustrations**
6. **Introduction**
7. **Review the literature**
8. **Method**
9. **Measurement criteria**
10. **Present the results**
11. **Discuss the results**
12. **Conclusions**
13. **Recommendations**
14. **References**
15. **Appendices**

Figure 2: Suggested project/dissertation structure (Adapted from Skills4Study, 2015)