USE OF TABLES AND FIGURES
APA GUIDELINES

TABLE CHECKLIST

- Is the table necessary?
- Is the entire table – including the title, headings, and notes double-spaced?
- Are all comparable tables in the manuscript consistent in presentation?
- Is the title brief but explanatory?
- Does every column have a column heading?
- Are all abbreviations; special use of italics, parentheses, and dashes; and special symbols explained?
- Are all probability level values correctly identified, and are asterisks attached to the appropriate table entries? Is a probability level assigned the same number of asterisks in all tables in the same article?
- Are the notes in the following order: general note, specific note, probability note?
- Are all vertical rules eliminated?
- Will the table fit across the width of a journal column or page?
- If all or part of a copyright table is reproduced, do the table notes give full credit to the copyright owner? Have you received written permission for reuse (in print and electronic form) from the copyright holder and sent a copy with the final version of your paper?
- Is the table referred to in text?
FIGURE CHECKLIST

- Is the figure necessary?
- Is the figure simple, clean, and free of extraneous detail?
- Are the data plotted accurately?
- Is the grid scale correctly proportional?
- Is the lettering large and dark enough to read? If the lettering compatible in size with the rest of the figure? (Freehand, typewritten, or jagged computer-generated lettering is not acceptable.)
- Are parallel figures or equally important figures prepared according to the same scale?
- Are terms spelled correctly?
- Are all abbreviations and symbols explained in a figure legend or figure caption? Are the symbols, abbreviations, and terminology in the figure consistent with those in the figure caption? In other figures? In the text?
- Are digital files in TIFF format at the appropriate resolution and accompanied by a high-quality laser printout?
- Are all figure captions typed together on a separate page?
- Are the figures numbered consecutively with Arabic numerals?
- Are all figures mentioned in the text?
- Is each figure an 8 × 10 in. (20 × 25 cm) glossy print or Photostat or an 8½ × 11 in. (22 × 28 cm) final print?
- Are all figures identified lightly in pencil or felt-tip pen on the back by figure number (on the front or back) and short article title (on the back)?
- Is TOP written on the back of figures to show orientation?
- Is written permission for print and electronic reuse enclosed for figures that are being reproduced or adapted from another source? Is proper credit given in the figure caption?