

How to Format Figures

Figures must be able to stand alone. In other words, the purpose of each figure should be readily apparent without having to read the text, including understanding acronyms. The standards for good figures are simplicity, continuity, and information value. Figures should augment (not duplicate) information included in the text, be easy to read, be easy to understand, and be consistent with the style of the paper.

All figures must include:

- Simple and legible font. Regarding figures created by the student, font size and style should be consistent with the font used in the paper (e.g., Times New Roman, size 12). If the figure is reproduced from another source, please note this when you submit your final dissertation to UMI/ProQuest. If copyrighted material is used, a citation must be included below the figure.
- Clearly labeled magnitude, scale, and direction of grid elements.
- Clearly labeled all axes.
- Explanations or labels for all elements within the figure.

Figure Formatting

- Figures (including photographs) should be numbered consecutively with Arabic numerals (not 1a, 1b, 1c).
- Figures should be mentioned in the text in the order in which they appear.
- Figures should be mentioned in the text using the figure number.
- Figures should be flush left (align with the left margin).
- Figure number should be above the figure in bold.
- Figure title should be one double-spaced line below figure number in italic title case.

- Figures should augment, rather than duplicate the text; convey only essential facts; omit visually distracting detail; should be large enough to read; and should be easy to read and understand.
- Photos should be clear and have been cropped appropriately.
- Lines should be smooth, typeface is legible, units of measure should be provided, axes should be clearly labeled, elements within should be labeled or explained, and symbols should be easy to differentiate.
- A legend should be positioned inside the figure and provides needed information for the figure to stand on its own (reading text not necessary) if applicable.
- The legend should have the same kind and proportion of lettering as rest of figure with major words capitalized (if applicable).
- Figure note should accurately describe figure contents as briefly as possible and explain message conveyed by figure (if applicable).
- Figure note should explain error bars, provide sample sizes and alpha levels (if applicable), and explain any digital manipulation of photo (if applicable).
- Figure note should credit original author of figure and/or copyright holder if reprinted or adapted, and permission to reprint should appear in appendix.
- Figure note should credit copyright holder of photograph, which may be subject of photo, owner of original photo, or photographer. Appendix must include signed release from person in photo and/or permission from owner or copyright holder to reuse and reprint.

Sample Figure

In addition to these required headings outlined in the *Structural Guidelines for Traditional Proposals and Dissertations* and the *Structural Guidelines for Dissertations in Practice*, you may use other headings to guide your readers through your discussions. The formatting for all headings must comply with the rules of the APA Manual (7th ed.) as illustrated in Figure 1.

Figure 1

APA (7th ed.) Heading Formats by Hierarchy Level

<u>Level</u>	<u>Format</u>
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
3	<i>Flush Left, Bold Italic, Title Case Heading</i> Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending with a Period. Text begins on the same line and continues as a regular paragraph.
5	<i>Indented, Bold Italic, Title Case Heading, Ending with a Period.</i> Text begins on the same line and continues as a regular paragraph.

See Chapter 7 (pp. 195–250) of the 7th Edition APA Style Guide Manual for more information.

If you have any questions not answered by this guide, please contact the Doctoral Support and Quality Assurance Center (DSQAC) by phone at 850-474-2798 or through email at dsqac@uwf.edu.