

TABLES AND FIGURES

Tables and Figures

All forms of representation used in a paper shall be named either Table or Figure.

According to the standards set forth by the APA, “tables generally show exact numerical values, and data are orderly laid out in lines and columns, making comparisons easier” (APA, 2001, p. 133). Figures are “any type of illustration that is not a table. A figure can be a chart, a graph, a picture, a drawing or design or any other form of representation” (APA, 2001, p. 149).

TABLES

TABLE LABEL

The **table label** should be brief, clear and explanatory. It should be placed above the table, on the top, left-hand corner, below the word “Table” (capitalized initial) with its respective number (tables should be numbered with Arabic numerals in a sequence within the text as a whole). e.g.: Table 1, Table 2, Table 3, etc.

CITING TABLES WITHIN THE TEXT

When **you cite a table within the text**, write only the number that corresponds to the table, for example: Table 1, Table 2, Table 3, etc. (the first letter of the word “Table” should be capitalized)

Notes

Never write “the table below/above” or “the table on page X”, as the page numbering of your paper can be changed.

TABLE TEXT FONT

Times New Roman, size 10

TABLE NOTE FONT

Times New Roman, size 9

TABLE NOTES

Tables may have three types of notes: general note, specific note and probability note. “Notes are useful for eliminating repetition from the body of a table” (APA, 2001, p. 147). They are introduced on the left margin (not indented) below the table (add two spaces between the table and the note). They **should be sequenced** according to the following criteria: general note, specific note and probability note, and each type of note should be placed in a new line.

General notes: “A general note qualifies, explains, or provides information relating to the table as a whole and ends with an explanation of any abbreviations, symbols, or acknowledgements” (APA, 2001, p. 145).

A specific note refers to a particular column, row or cell and is indicated by superscript lowercase letters (^{a, b, c}).

A probability note indicates the results of significance tests and is indicated by a superscript asterisk (*).

TABLES REPRODUCED FROM OTHER SOURCES

Tables that are reproduced from other sources should show, below the table, an acknowledgement of the original author, even if it is an adaptation.

Examples

Source note: Sabadini, A. A. Z. P., Sampaio, M. I. C., & Koller, S. H. (2009). *Publicar em psicologia: um enfoque para a revista científica* (p. 175). São Paulo: Associação Brasileira de Editores Científicos de Psicologia/Instituto de Psicologia da Universidade de São Paulo.

Source note: Adapted from Sabadini, A. A. Z. P., Sampaio, M. I. C., & Koller, S. H. (2009). *Publicar em psicologia: um enfoque para a revista científica* (p. 176). São Paulo: Associação Brasileira de Editores Científicos de Psicologia/Instituto de Psicologia da Universidade de São Paulo.

Examples of Tables:

Table 3
Average Number of Correct Answers from Children by Gender, Training, Grade and Type of Test

Gender	Training	Verbal test			Mathematical test				
		Number of Children ^a	3rd	4th	5th	Number of children ^a	3rd	4th	5th
Girls	With	18	280	297	301	20	201	214	221
	Without	19	240	251	260	17	189	194	216 ^b
Boys	With	19	281	290	306	19	210	236	239
	Without	20	232	264	221	18	199	210	213

Note. The maximum score is 320. Source: Sabadini, A. A. Z. P., Sampaio, M. I. C., & Koller, S. H. (2009). *Publicar em psicologia: um enfoque para a revista científica* (p. 175). São Paulo: Associação Brasileira de Editores Científicos de Psicologia / Instituto de Psicologia da Universidade de São Paulo.

^aThe total number of children who have completed all tests is 20. ^b A girl in this group gave only two correct answers.

Table 4
Example of Usage of Writing Values and Probability Notes

Test χ^2 exact values	APA model for publication in international journal	Model suggested for publication in Brazil
$\chi^2 (1) = 3.9; p = 0.048286$	$\chi^2 (1) = 3.9^*$	$\chi^2 (1) = 3.9; p = 0.048$
$\chi^2 (1) = 6.7; p = 0.009641$	$\chi^2 (1) = 6.7^{**}$	$\chi^2 (1) = 6.7; p = 0.010$
$\chi^2 (1) = 10.9; p = 0.000962$	$\chi^2 (1) = 10.9^{***}$	$\chi^2 (1) = 10.9; p = 0.001$
$\chi^2 (1) = 15.2; p = 0.000097$	$\chi^2 (1) = 15.2^{***}$	$\chi^2 (1) = 15.2; p < 0.001$

Note. Source: Sabadini, A. A. Z. P., Sampaio, M. I. C., & Koller, S. H. (2009). *Publicar em psicologia: um enfoque para a revista científica* (p. 176). São Paulo: Associação Brasileira de Editores Científicos de Psicologia / Instituto de Psicologia da Universidade de São Paulo.

*significant values $p < .05$; **very significant value $p < .01$; ***highly significant values $p < .001$.

FIGURES

According to the APA, “any type of illustration that is not a table is called a figure. A figure can be a chart, a graph, a picture, a drawing or design or any other form of representation” (APA, 2001, p. 149).

FIGURE LABEL

The label explains the figure in a brief but discursive way. It should be placed below the figure and numbered with Arabic numerals in a sequence within the text as a whole after the word “Figure” (first letter should be capitalized). e.g.: Figure 1, Figure 2, Figure 3, etc.

Any other information needed for clarifications about the figure (such as metric unit, symbols, scales and abbreviations) that have not been included in the caption should be added after the label.

FIGURE BODY FONT

Times New Roman, size 10

CAPTION

It is an explanation of the symbols used in the figure and should be placed within the limits of the figure.

CITING FIGURES WITHIN THE TEXT

When you **cite a figure within the text**, write only the number that corresponds to the figure, for example: Figure 1, Figure 2, Figure 3, etc. (the first letter of the word “Figure” should be capitalized)

Notes

Never write “the figure below/above” or “the figure on page X”, as the page numbering of your paper can be changed.

FIGURES REPRODUCED FROM OTHER SOURCES

Figures that are reproduced from other sources should show, below the figure, an acknowledgement of the original author, even if it is an adaptation, after the title.

Examples

Source note: Sabadini, A. A. Z. P., Sampaio, M. I. C., & Koller, S. H. (2009). *Publicar em psicologia: um enfoque para a revista científica* (p. 175). São Paulo: Associação Brasileira de Editores Científicos de Psicologia/Instituto de Psicologia da Universidade de São Paulo.

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Example of a Figure:

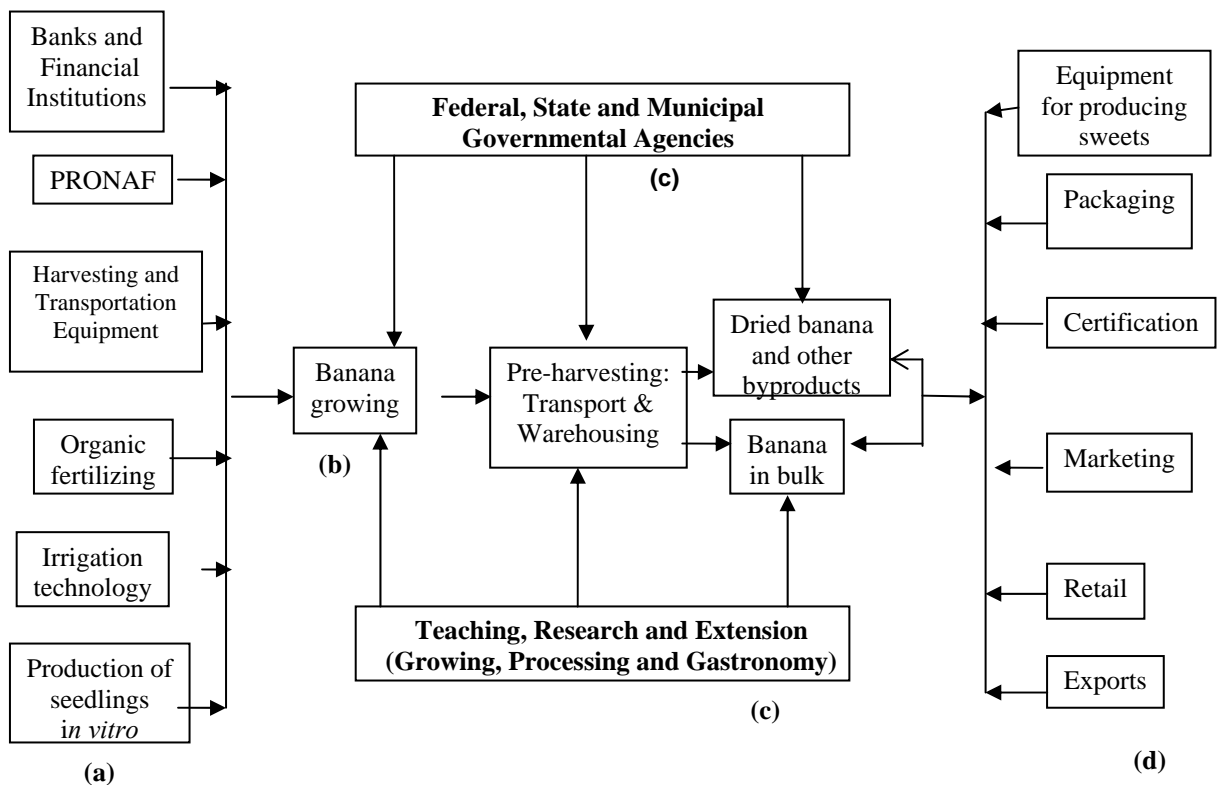


Figure 1. Organic Banana Local Productive Arrangement

Source: LIMA, L.C.O. Arranjo produtivo local da banana orgânica. Relatório de Pesquisa, Centro de Pesquisa e Pós-Graduação em Agronegócio, ICHS/DCE. Seropédica, 2006.