

Report Guide: C) Tables, figures and pictures

TAMK: STAFF AND STUDENT

Reference to tables, figures and pictures

Tables, figures and pictures are often used in theses to visualise the text. In tables, information is presented in columns and rows. Photographs and screenshots are always marked as pictures. Figures are various graphical and symbolical elements, which are neither tables nor pictures. Accurate and illustrative tables and figures, as well as considered pictures, enable quick summary or general view on the contents of several text pages.

Paragraphs may not start with a table, figure or picture. Instead, they have to be preceded by descriptive, explanatory or justificatory text. Tables, figures or pictures may thus not be left for the reader to interpret. If the table, figure or picture is reference data, it is referred to as other material. In text, figures are referred to as follows:

Lampikoski (2009, 178) describes the introduction phases of new time management solutions (Figure 1).

It can be seen in Figure 1 how the introduction phases of new time management solutions progress (Lampikoski 2009, 178).

You can use other persons' tables, figures and pictures in your thesis based on

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Tables

The table is placed after the text where it is referred to (table 1). The heading of the table is numbered and placed above the table.

TABLE 1. User groups.

User group	%	Number
ABC	61	233
XYZ	39	145

The table can be referred to in the text for example as follows:

61 % of the respondents belonged to the group ABC (Table 1).

A table or figure can include information from several sources in which case all sources have to be given, for example as follows: TABLE 2. Heading (Kassara 2008, 9; appendix 3)

Figures and pictures

The heading of the figure or picture and a consecutive number are marked below it.

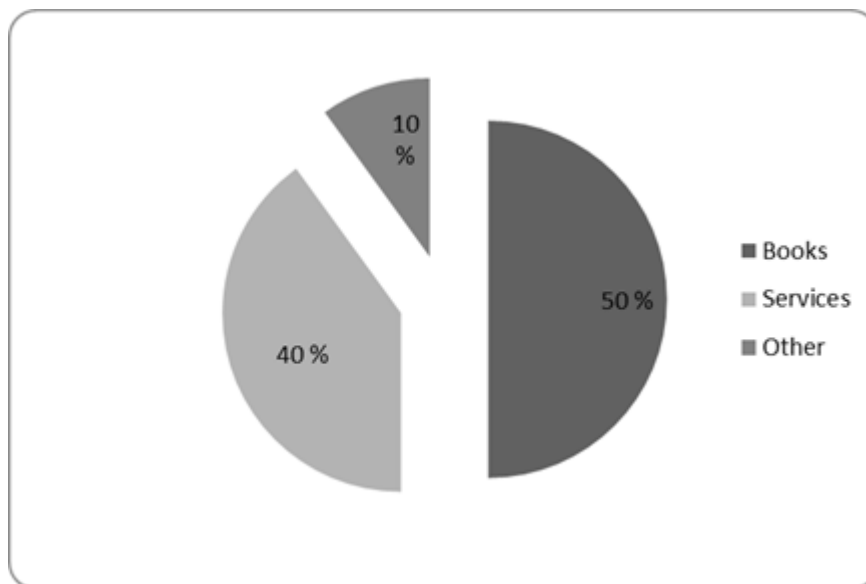
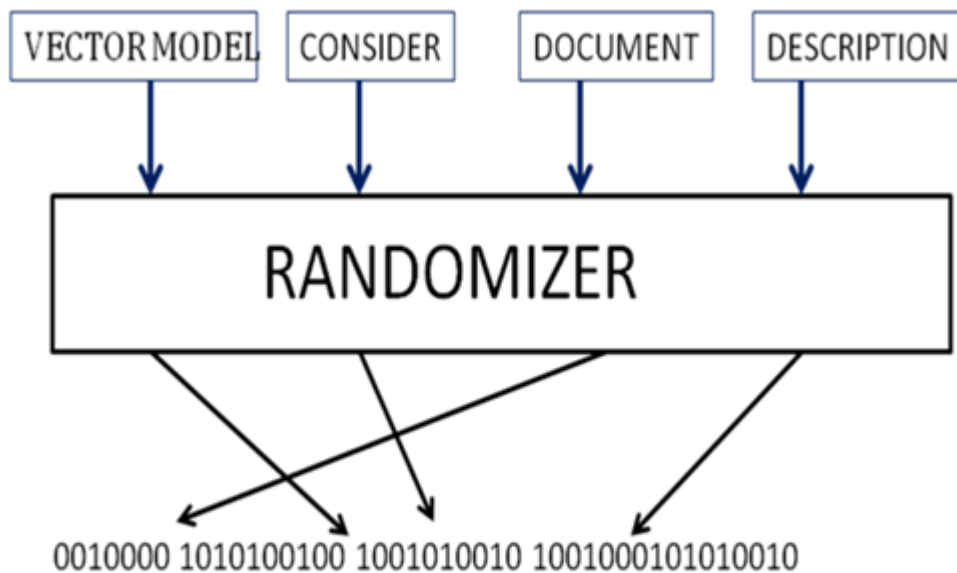


FIGURE 1. Company Ltd's sales proportions in percentages according to sectors in 2018.



If a table, figure or picture has been edited, it has to be stated, for example as follows:

FIGURE X. Formation of a signature vector (Ashford & Willett 1988, edited).

Photographs are cropped to present only the essential (Picture 1; Picture 2). If necessary, arrows, circles or numbers can be added to them (Figure 3). The photographer's name as well as the year are marked in brackets (Picture 2). The photographer's name is not marked if the photograph was taken by the author. It is the writer's responsibility to ensure they have the right to use any images: copyrights must be adhered to.

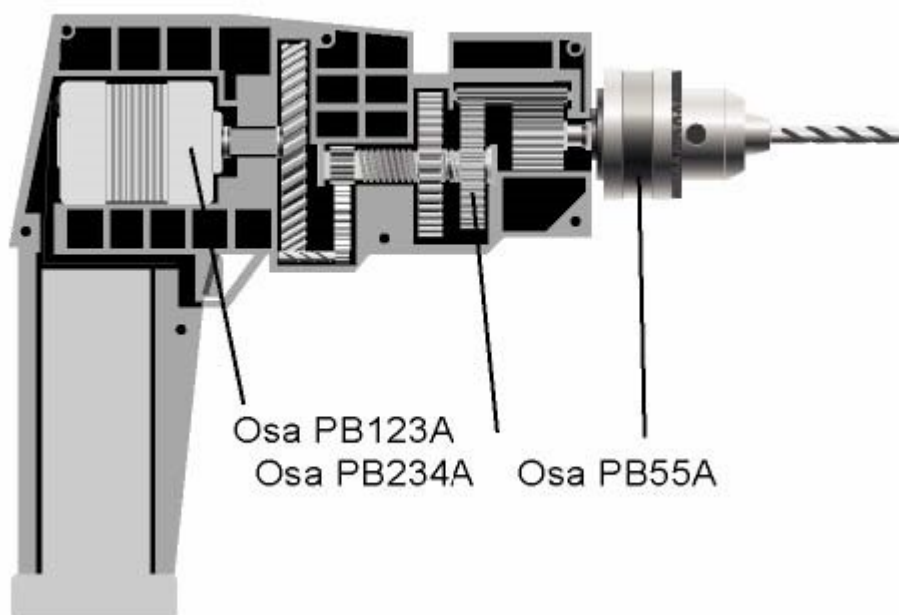


FIGURE 3. Drilling machine.

Descriptive, explaining, argumentative text - -



PICTURE 1. Footing of the main supporting beam (Lehtonen 2008, 10).

Descriptive, explaining, argumentative text - -



PICTURE 2. The filming group with their equipment (Salminen 2009).