

GUIDE TO FIGURE AND TABLE PLACEMENT IN THESES AND DISSERTATIONS

Note: Please consult the [Thesis Handbook](#) for additional information (pp. 34-39) and Appendix D: ALTERNATE FIGURE / TABLE PLACEMENT, p. 79.

There are **three** options for placing figures and tables in your thesis or dissertation. *Please choose only **one** of the following options:*

Option 1: Place figures and tables at the end of each chapter, respectively, if it is acceptable to your faculty advisor and supervisory committee.

Option 2: Place figures and tables on pages without text after the first figure or table reference.

Option 3:

- Place figures and tables **after** the **first reference** at the **top** or **bottom** of the page.
- Once you mention a range of figures (for example, **Figures 2.1 – 2.5**), place them **immediately** on the page sequentially **without any text**.
- Do **not** place figures and tables in the middle of a page between two paragraphs.
- There should be at least **6 lines of text** on a page with figures or tables.

General requirements for figures and tables

- All figures and tables must have references in the manuscript text and should be numbered consecutively (Figures 1, 2, 3) or locally with decimals, Figure 1.1, Figure 2.1., etc.
 - All figures and tables must have a **caption** or a **legend**.
 - Tables and figures must be referenced in numerical or sequential order, for example, Figure 1.1, Figure 1.2, Figure 1.3, etc. Figure 1.2 should not appear before Figure 1.1.
 - When a table or figure continues to a second page, the number and the word “continued” are placed **above** the table or **below** the figure. On continued tables, column heads should also be repeated.
 - **Full-page** figures or tables must be placed on the page immediately following the reference.
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Accessibility Issues for Figure and Tables

It is necessary to create tables and figures that are accessible to readers who are visually impaired. Print within a figure must be sharp and legible. Figure captions and table titles should be coded in such a way that a screen reader parsing the converted PDF can distinguish the figure caption and table title from the rest of the text. **The official Word template provided by the Thesis Office has this function built in.** If students use a different word processing or layout program, they should utilize the accessibility tools within the program. Color should not be relied upon to convey information in a figure unless it is necessary. If color is necessary, high contrast colors must be used. Alternate text must be inserted within the manuscripts for any images and tables. Further information about color and suitable alt text for figures and tables can be found in Appendix A.