



# ASSIGNMENT SKILLS

## Chicago 17th B referencing tables and figures

Last updated JULY 2022

Chicago 17th B is an author-date referencing style used across a broad range of subject areas. It is based on the *Chicago Manual of Style*, 17<sup>th</sup> edition.

**Please note:** These instructions for referencing tables and figures are primarily for students doing assignments at Curtin University. They are not intended for those who are publishing work and making it publicly available (e.g. PhD thesis, journal article, blog, webpage, YouTube video etc.). When publishing and making your work publicly available, written permission to reproduce tables and figures must be obtained from the copyright holder. More information is available from the [Copyright at Curtin](#) website and the [Chicago 17th B publication manual](#).

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## ***What are tables and figures?***

- **Tables** are numerical values or text displayed in rows and columns
- **Figures** include all types of illustrations or images (chart, map, graph, photograph, drawing etc.) other than a table.

See scenarios 1-4 for examples of tables and figures.

## ***Why is referencing tables and figures different?***

For university assignments using the Chicago referencing style, an in-text citation and reference list entry provide an appropriate level of acknowledgement to the work of others for most types of materials. You will need to provide additional acknowledgement when you are reproducing or adapting tables and figures. When using sources like photographs, illustrations or artworks, you will need to acknowledge the original creator, provide **additional acknowledgement** about the work, as well as the **copyright status** of the work.

## ***Using tables and figures in your assignment***

This guide provides different scenarios to help you acknowledge tables and figures in your assignments appropriately:

- [Scenario 1: I am adapting or reproducing a published table or figure](#)
- [Scenario 2: I am including published tables or figures in a PowerPoint presentation](#)
- [Scenario 3: I am using my own table or figure](#)
- [Scenario 4: I am using published data to create my own table or figure](#)

## Scenario 1: I am adapting or reproducing a published table or figure

### Reproducing a table

**Above** the table:

- Write the word Table followed by the number and a colon (e.g., Table 1:)
- If you have more than one table in your paper, number them sequentially in the order that they appear in your text (Table 1, Table 2). Numbering is separate for tables
- Give each table a brief explanatory title. The title should be in sentence style capitalisation (where only the first word in the title, the first word in a subtitle, and proper names are capitalised) and have no full stop

**Below** the table, provide a caption with details of the **source** the table was taken from:

- Write the word *Source* in italics followed by a colon, then write “Table reproduced from” when you have reproduced it (directly copied) or “Table adapted from” when you have adapted it (altered from the original such as changed the layout or presented only some of the data)
- Provide an in-text citation which includes the author, (year of publication and page number) for the original source, followed by a full stop

### Reference list

- Provide a reference list entry for the source (journal article, book, etc.) where you found the table. In the reference list at the end of your assignment. Follow the instructions in the [Chicago referencing guide](#).

### In-text

- Tables should be referred to in the text of your assignment by the table number so that your reader understands why you have included them.

### Example of a table adapted from a journal article

Table 1: Participant information of dog owner interviews about dog walking

Interview Type	Genders(s)	Ethnicity(s)	Age(s)	Occupation(s)	Dog(s)	Frequency Dog Walked	Walk Observed
Full	F	White	51	Associate professional and technical	MN Poodle/spaniel 10 years, FN Border Terrier 10 years	Twice daily	No
Full	M F not present	Mixed White	62 49	Retired Skilled trade	MN Alaskan Malamute 5 years	Twice daily	Yes
Full	M F not present	White Unknown	69 Unknown	Retired Retired	ME Labrador 4 years	Twice daily	Yes
Full	F Child M	White	36 2	Student Child	ME Spanish Water Dog	Three times daily	Yes

*Source:* Table adapted from Westgarth et al. (2017, 938).

## Reproducing or adapting a figure (visual representation of data, e.g., chart)

Below the figure, provide a caption with details of the **source** the figure was taken from:

- Write the word Figure followed by the number and a full stop (e.g. Figure 1.)
- If you have more than one figure in your paper, number them sequentially in the order that they appear in your text (Figure 1, Figure 2)
- Give each figure a brief explanatory title. The title should be in sentence style capitalisation (where only the first word of the title, the first word of a subtitle, and proper names are capitalised), and have no full stop
- On the next line, write the word *Source* in italics followed by a colon, then write “Figure reproduced from” when you have reproduced it (directly copied) or “Figure adapted from” when you have adapted it (altered from the original such as changed the layout or presented only some of the data)
- Provide an in-text citation which includes the author, (year of publication, and page number) for the original source, followed by a full stop.

### Reference list

- Provide a reference list entry for the source (journal article, book, etc.) where you found the figure in the reference list at the end of your assignment. Follow the instructions in the [Chicago referencing guide](#).

### In-text

- Figures should be referred to in the text of your assignment by the figure number so that your reader understands why you have included them. An example is provided on page 13.

### Example of a figure reproduced from a published journal article

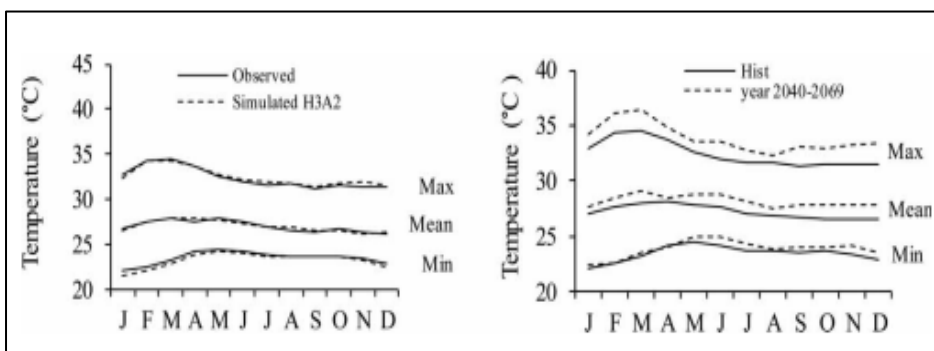


Figure 1. Simulated and projected (years 2040-2069) temperature trend at Alor Setar meteorological station

Source: Figure reproduced from Tukimat and Harun (2015, 653).

## Reproducing a photograph

For photographs you need to provide the full reference details in a caption presented directly below the figure. A reference to the source (i.e. where you found the photograph) is also provided in the reference list.

**Below** the photo:

- Write the word Figure followed by the number and a full stop (e.g. Figure 3.)
- Provide the name of the photographer/creator, followed by a comma
- Provide the title of the photo in italics (use sentence style capitalisation) and then a full stop
- Provide the year of publication and format, separated by a comma.
- Write “Reproduced from” followed by a colon and then the source
- State the copyright year and the name of the copyright holder, e.g. Copyright 2018 by Chip Clark, or provide a Creative Commons licence, e.g. CC BY-SA 2.0 (for more details on copyright and Creative Commons licenses, see page 12). Add a full stop at the end of the sentence.



Figure 3. Jim Bendon, *Galah 2*. 2014, Digital Image. Reproduced from: Flickr. CC BY-SA 2.0.



Figure 4. Chip Clark, *Fossil tooth whorl of ancient shark*. 2018, Digital Image. Reproduced from: Smithsonian Institution. Copyright 2018 by Chip Clark/Smithsonian Institution.

### Reference list

- Provide a reference list entry for the source (journal article, book, etc.) where you found the table within the reference list at the end of your assignment. Follow the instructions in the [Chicago referencing guide](#).

## Reproducing a work of art

For works of art (e.g. paintings, drawings, sculptures etc.) you need to provide the full reference details as well as information about the art in a caption provided directly below the figure. A reference to the source (i.e. where you found the work of art) is also provided in the reference list.

**Below** the art work:

- Write the word Figure followed by the number and a full stop (e.g. Figure 5.)
- Provide the name of the creator or artist, followed by a comma
- List the title of the work in italics (use sentence style capitalisation) and then a full stop
- Provide the year the work was created, followed by a comma, then the medium, and another comma
- Include dimensions for the art work (if available) followed by a full stop
- Provide details of the location of the work (where it is housed) followed by a full stop
- Write "Reproduced from" followed by a colon and then the source
- Where available, state the copyright year and the name of the copyright holder.



Figure 5. Sydney Nolan, *The encounter*. 1946, Enamel paint on composition board, 90.4 x 121.2 cm. Canberra: National Gallery of Australia. Reproduced from: National Gallery of Australia.

### Reference list

- Provide a reference list entry for the source (journal article, book, etc.) where you found the table within the reference list at the end of your assignment. Follow the instructions in the [Chicago referencing guide](#).

## Scenario 2: I am including published tables or figures in PowerPoint presentation

A PowerPoint presentation has a different purpose from an essay or report but still requires referencing, including acknowledgement of figures and tables adapted or reproduced from another source. Please check with your tutor for specific requirements for referencing in PowerPoints.

### Including a table in a PowerPoint slide

On the slide:

- **Above** the table, include a Table number and title (title in sentence style capitalisation)
- **Below** the table, write the word *Source* in italics followed by a colon, then write “Table reproduced from” when you have reproduced it (directly copied) or “Table adapted from” when you have adapted it (altered the original such as changed the layout or presented only some of the data)
- Provide the name of the author, followed by the year and page number in brackets

Table 1: Participant information of dog owner interviews about dog walking

Genders(s)	Ethnicity(s)	Age(s)	Occupation(s)	Dog(s)	Frequency Dog Walked
F	White	51	Associate professional and technical	MN Poodle/spaniel 10 years, FN Border Terrier 10 years	Twice daily
M F not present	Mixed White	62 49	Retired Skilled trade	MN Alaskan Malamute 5 years	Twice daily
M F not present	White Unknown	69 Unknown	Retired Retired	ME Labrador 4 years	Twice daily

*Source:* Table adapted from Westgarth et al. (2017, 938).

### Reference list

- Provide a reference list entry for the source (journal article, book, etc.) where you found the table in the reference list on the last slide of your presentation. Follow the instructions in the [Chicago referencing guide](#).

#### References

Westgarth, Carri, Robert M. Christley, Garry Marvin, and Elizabeth Perkins. 2017. “I Walk My Dog Because It Makes Me Happy: A Qualitative Study to Understand Why Dogs Motivate Walking and Improved Health.” *International Journal of Environmental Research and Public Health* 14 (8): 938.  
<https://doi.org/10.3390/ijerph14080936>.



## Including a photograph in a PowerPoint slide

### Cool Facts about Galahs

- Galahs are members of the Cockatoo family (BirdLife Australia, n.d.)
- Galahs can grow to 35cms and live to 25 years in the wild (Foundation for National Parks & Wildlife, n.d.)



Figure 1. Galah

If you are reproducing a photograph, illustration, or other complete work, acknowledge the copyright status in a list of figures presented at the end of your presentation (preceding the reference list). Provide:

- The figure number followed by a full stop
- The creator of the figure, followed by a comma
- The title of the figure in sentence style capitalisation and in italics, and then a full stop
- The year the figure was created, followed by a comma
- The format of the figure
- The word “Reproduced from” then a colon, followed by the site or source it was reproduced from
- The license it has been reproduced under or the owner of the copyright.

### List of Figures

Figure 1. Greg Johnston, *Galah*. 2019, Digital Image. Reproduced from: Flickr. CC BY-NC-ND 2.0.

Your PowerPoint should always end with your reference list, detailing all of the *sources* used in your presentation.

### References

BirdLife Australia. n.d. “Galah: Basic Information.” Birds in Backyards.

<http://www.birdsinbackyards.net/species/Eolophus-roseicapillus>.

Foundation for National Parks & Wildlife. n.d. “Galah.” Backyard Buddies.

<https://www.backyardbuddies.org.au/fact-sheets/Galah>.

Johnston, Greg. 2019. “Galah.” Flickr: <https://www.flickr.com/photos/gregjohnston/48372512176>.



## Scenario 3: I am using my own table or figure

You may wish to include your own photos in an assignment, or you may create a table or figure from data that you have collected. In this scenario, you will need to include a table or figure number, as well as a descriptive title.

### Including my own table

**Above** the table:

- Write the word Table followed by the number and a colon (e.g., Table 2:)
- If you have more than one table in your paper, number them sequentially in the order that they appear in your text (Table 1, Table 2)
- Give each table a brief explanatory title. The title should be in sentence style capitalisation (where only the first word of the title, the first word of a subtitle, and proper names are capitalised), with no full stop.

**Below** the table:

- No attribution is required; however you may want to write 'Table by Author' or something similar if omitting the attribution will cause confusion.

Table 2: Pet ownership by occupation

	Dogs	Cat	Bird	Total surveyed
Librarian	22	56	9	87
Accountant	53	29	6	88
Ornithologist	22	0	61	83
Artist	33	33	22	88

## ***Including my own photograph***

**Below** the figure:

- Write the word Figure, followed by the number and a full stop (e.g. Figure 2.)
- If you have more than one figure in your paper, number them sequentially in the order that they appear in your text (Figure 1, Figure 2)
- Give each figure a brief explanatory title. The title should be in sentence style capitalisation (where only the first word of the title, the first word of a subtitle, and proper names are capitalised), with no full stop
- No attribution is required; however you may want to write 'Photograph by Author' or something similar if omitting the attribution will cause confusion.



Figure 2. Sleepy tasmanian devil in the rain  
(Photo by Author)

### **Reference list:**

- No reference list entry is required as the content has not been published.

## Scenario 4: I am using published data to create my own table or figure

When creating your own tables and figures from published data (e.g., from a report, journal article, book etc.), an in-text citation and reference list entry is usually sufficient acknowledgment of the source material. Depending on how you are presenting the information, the citation(s) can be included as part of the table or figure.

### Above the table:

- Write the word Table followed by the number and a colon (e.g., Table 3:)
- If you have more than one table in your paper, number them sequentially in the order that they appear in your text (Table 1, Table 2)
- Give each table a brief explanatory title. The title should be in sentence style capitalisation (where only the first word of the title, the first word of a subtitle, and proper names are capitalised), and have no full stop.

### Below the table:

- Write the word *Source(s)* in italics followed by a colon, then write “Data from”
- Provide the name of the author, year of publication and page number for each source used
- If your data comes from more than one source, identify your sources with a superscript and separate them with a semi colon (see example below)

### Example of creating a table using published data

Table 3: Australian government Indigenous programs and policy locations with Indigenous population by selected states

	Number of centres <sup>a</sup>	Total Indigenous population
NSW	56	216,170 <sup>b</sup>
WA	342	75,976 <sup>c</sup>

Sources: Data from <sup>a</sup> Services Australia (2020); <sup>b</sup> Australian Bureau of Statistics (2017, Section: People); <sup>c</sup> Australian Bureau of Statistics (2017, Section: People)

### Reference list

- Provide a reference list entry for the source (journal article, book, etc.) where you found the table within the reference list on the last slide of your presentation. Follow the instructions in the [Chicago referencing guide](#).

## Copyright and sourcing creative commons images

### Reproducing images

It is important to consider copyright obligations when reusing an image. Don't assume that a freely accessible image is also freely available to use without permission. A [blog post from Creative Commons Australia](#) illustrates the importance of permission checking before reusing images found on the web.

Many images can be freely downloaded under certain terms and conditions, while websites such as Associated Press, iStock by Getty Images, and Shutterstock require payment for a license to reuse content.

### Open license, Creative Commons and public domain images

One of the easiest ways to successfully ensure that you are abiding by copyright requirements is to select **Open License, Creative Commons (CC) or public domain images**.

An Open License is one that grants permission to access, reuse and redistribute work with few or no restrictions. Creative Commons is the most well-known open license system.

A Creative Commons license doesn't replace copyright. CC material is still protected by copyright, but the copyright owners have provided upfront permission for others to reuse their content in particular ways. You don't have to seek permission from the copyright holder as long as you abide by the conditions set out in the CC license. You can find out more about the various CC licenses through the [Creative Commons website](#).

Public domain images can refer to material in which copyright has expired and can be used without restriction; or where the copyright owner gives very broad permissions to people to use the content freely.

## Where can I find Open License, Creative Commons and public domain images?

The following websites provide easily accessible advance search filters to quickly identify Creative Commons or public domain images:

- [flickr](#)
- [Creative Commons image search](#)
- [Wikimedia Commons](#)
- [The New York Public Library Digital Collections](#)
- [State Library of Victoria copyright-free image search \(mainly historical images\)](#)
- [Unsplash](#)
- [CSIRO SciencelImage](#).

## Example incorporating figures into an assignment

Australia's Indigenous people have a longstanding connection with country, valuing it for a range of cultural, social and economic reasons, in a history that goes back an estimated 60,000 years (Jacobsen, Howell, and Read 2020; Olsen and Russell 2019). Prior to colonisation Australia was comprised of over 250 societies that covered the entire landmass, groups that had their own language, customs and responsibility for managing the land (Karidakis and Kelly 2017). This responsibility has only recently begun to be handed back to Indigenous people with Jacobsen, Howell, and Read (2020) reporting 134 million hectares of land in Australia, 17% of the total landmass, as Indigenous owned. Figure 1 presenting data from the Australian Bureau of Agriculture and Resource Economics and Sciences (ABARES 2020) shows that the bulk of this land is located in central Australia.

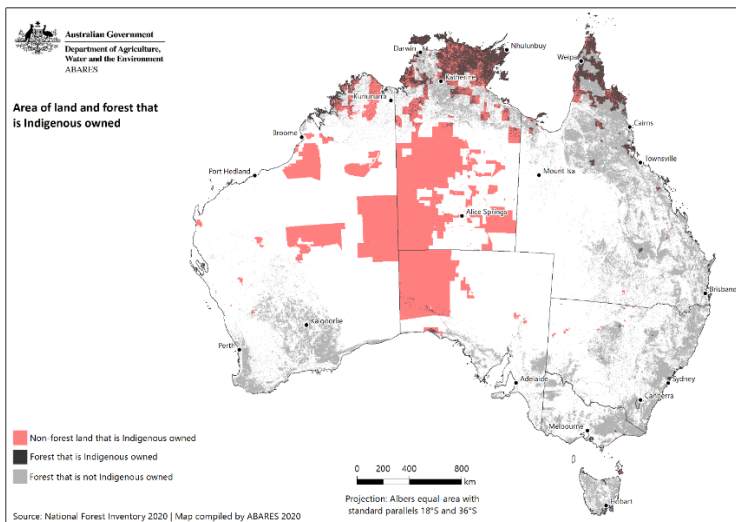


Figure 1. Areas of land and forest that is Indigenous owned

Source: Figure reproduced from Australian Bureau of Agriculture and Resource Economics and Sciences (2020, Map 1). CC-BY 4.0.

## References

- Australian Bureau of Agriculture and Resource Economics and Sciences. 2020. "Australia's Indigenous Forest Estate." Australian Government. <https://data.gov.au/data/dataset/australia-s-indigenous-forest-estate-2020/resource/02e9f3f5-181c-4a71-b4af-70e43d71f28d>.
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[https://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/IQS1](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/IQS1).
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<http://www.birdsinbackyards.net/species/Eolophus-roseicapillus>.
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<https://www.backyardbuddies.org.au/fact-sheets/Galah>.
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<http://jwcc.iwaponline.com.dbgw.lis.curtin.edu.au/content/ppiwajwacc/6/3/647.full.pdf>.
- Westgarth, Carri, Robert M. Christley, Garry Marvin, and Elizabeth Perkins. 2017. "I Walk My Dog Because It Makes Me Happy: A Qualitative Study to Understand Why Dogs Motivate Walking and Improved Health." *International Journal of Environmental Research and Public Health* 14 (8): 938.  
<https://doi.org/10.3390/ijerph14080936>.

**Note:** this is the list of references used within this guide