

## LABELING TABLES AND FIGURES

### TABLES

- A table has a title that appears **above** the table, separated by a single space from the table.
- It is introduced with the word “Table”, followed by the number of the table and a period. Leave 2 horizontal spaces before first word of the title.
- There is no punctuation at the end of the title.
- Title capitalization is used (e.g. capitalize the first letter of all words except prepositions).
- A note may be placed beneath the table. If the table is not your own, you must cite your source.

Table 5. Number of Theses Submitted for Editing June – October 2025

Program	June	July	August	September	October	Total
History	2	3			3	8
Sociology	2		2	2		7
Philosophy	3	1	2			6
Psychology	2	2		1	1	6
Education	3		3		2	8
Social Policy	1	1			1	3
Month Total	13	7	7	3	8	38

Note: These figures do not represent actual numbers for 2025.

### FIGURES

- The caption for a figure is placed **below** the figure.
- It is introduced with “Figure” or the abbreviation “Fig.”, followed by the figure number. Leave 2 horizontal spaces before the first word of the caption.
- Sentence capitalization is used, i.e. only the first word and proper names have their first letter capitalized.
- There is no punctuation at the end of the caption.
- A citation of an external source is placed beneath the caption.

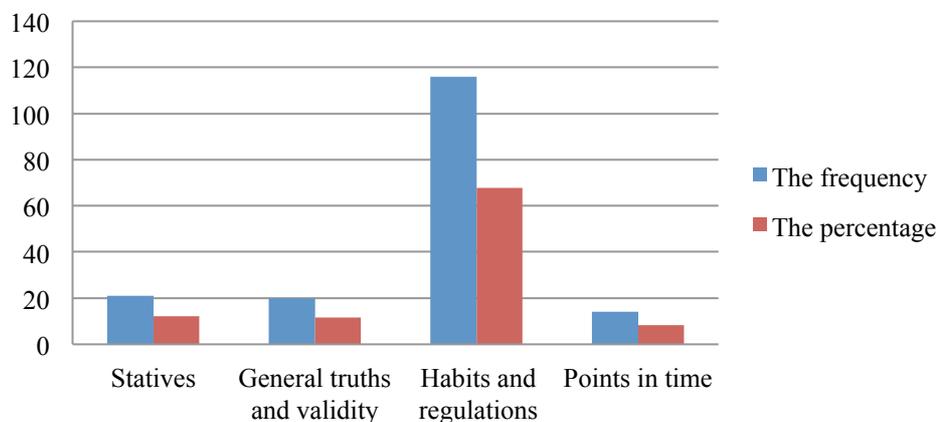


Figure 3. Distribution of extended progressive use in non-standard contexts  
 Fig. 3 Distribution of extended progressive use in non-standard contexts