Tables, figures, and appendices:
How to avoid being required to re-organize these at the last minute

The answer: Get it right in the first place. This document spells out in detail how to do this.

Here are the basic rules:

1. Tables have to appear in consecutive order in the text. That is, the first one to appear is Table 1, the second is Table 2, the third is Table 3, etc.

2. The same applies to figures and to appendices.

3. In the List of tables and the List of figures (in the front matter), these tables and figures should also appear in sequential order, and the page numbers will therefore be in numerical order.

So far, it’s easy. But wait . . .

The situation gets tricky when you have to put tables or figures in an appendix. (This is sometimes necessary if the table or figure is too big to fit on a single page in the main text.)

Students often put their appendices in some sort of “logical” order first, and after that, they insert text mentions to tables and figures. This can result in text references to tables being in a jumbled order. Your thesis will not pass inspection in this situation, and you will have to re-do everything – decidedly inconvenient.

THE UPSHOT

• Don’t order your text according to the appendix. Order your text first, and the order the appendix accordingly.

• Tables and figures that appear in an appendix need to be treated in a slightly different way. Here’s how:

1 Labeling

For those tables that appear in an appendix, the label should include the appendix designation (A, B, C, etc.). For example, if Table 8 appears in Appendix A, that table should be labeled Table A8 (not Table 8).
Consider this as a separate series of tables. You will probably have regular tables and appendix tables under these circumstances, each with its own series of numbers.

Note: The same principle applies to the treatment of figures.

2 Mentioning those tables in the text

You have to mention in the main text all tables and figures that appear in your thesis. Mention must include the relevant label. For example:

. . . as is shown in Table A13

or

Table 6 shows that . . .

3 When you have appendix tables (or figures)

a. Create two lists of tables.

• The first is the usual one, with the page heading ‘List of Tables’.

• The second one will have ‘List of Appendix Tables’ as a page heading.

b. Order of the lists in the front matter of your thesis as follows. Note that you are not required to have all four series.

• List of Tables (starting from Table 1 . . .)

• List of Appendix Tables (starting from Table A1 . . .)

• List of Figures (starting from Figure 1 . . .)

• List of Appendix Figures (starting from Figure A1 . . .)

Note: In case you have only a handful of regular tables and a handful of appendix tables and the titles are short, you might combine these on a single page. Take care, however, to have two separate headings. (See the example on the last page of this document.)
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