

INCLUDING FIGURES

Key Principles

- Make sure the figures are readable:
 - Are they large enough? (If you're publishing in a digital format where readers can zoom, you have a little more leeway, but print documents need to be readable on a standard 8-1/2"x11" page.)
 - Do they render well enough in black+white for your readers?
 - Does the data make sense as presented?
- Figures should “stand alone”—as in:
 - your reader should be able to read your paper without the figure and understand what's going on, AND
 - your reader should be able to read just the figures (not the rest of the paper) and understand what the figure is doing.
- Every figure needs a label and a caption. If you took the figure from an outside source, you also need to cite that source. (See example on the next slide.)
- You should reference every figure within the running text of your paper. (E.g., “See Figure 3.”)

Note:
Color-coding here is
only to show parts;
in your papers, use
black text.

INCLUDING FIGURES

Label (Figure #)

Image description
(this part is your own
words describing what
readers are looking
at—your description
should make the image
clear enough for readers
to understand without
reading the rest of the
paper)

Citation
(Citations in figures
work just like citations
in-text—this one would
have a Works Cited
entry for “Minard.”)

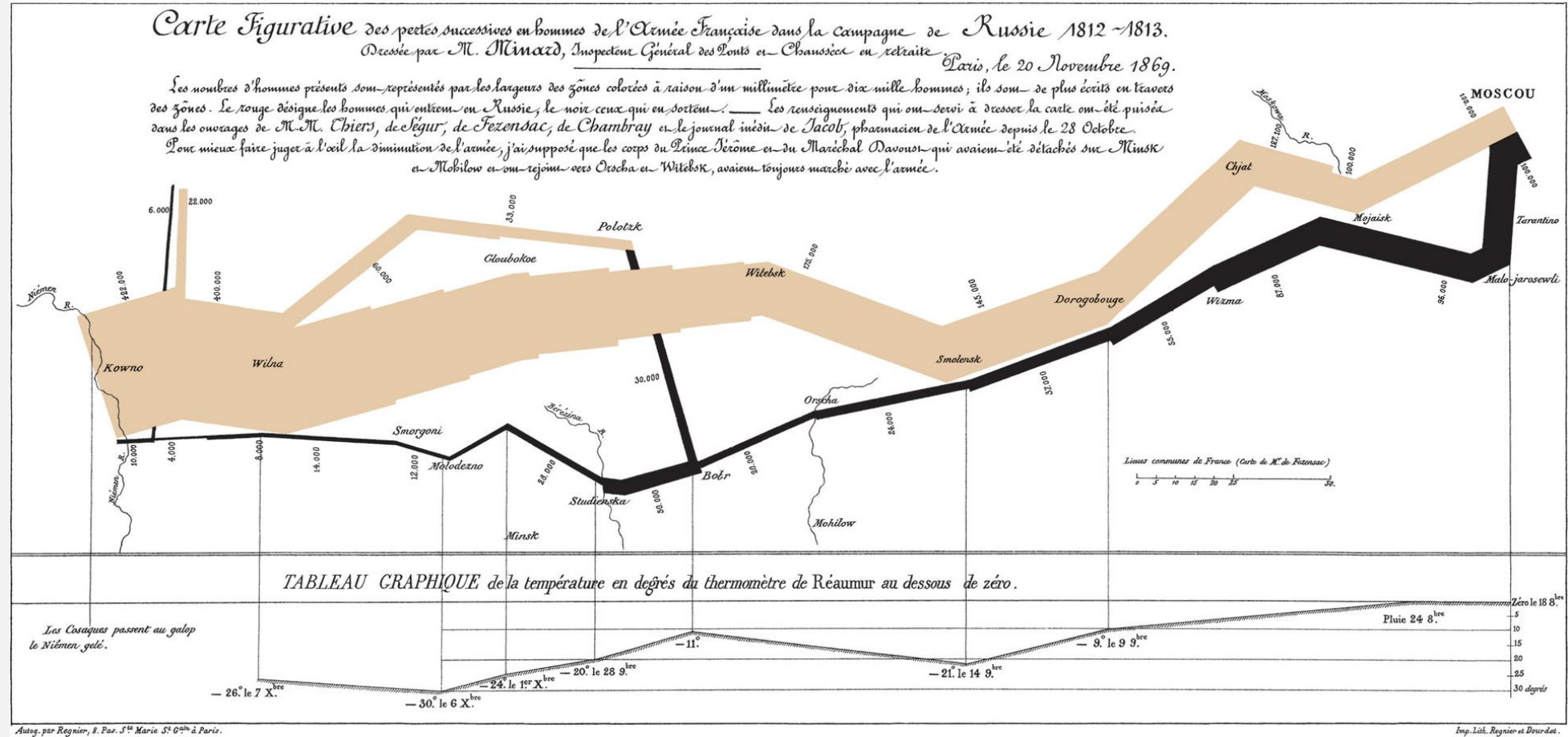


Figure 1. This image is Charles Minard's well-known 1869 diagram of Napoleon's invasion of Russia, in which he depicts 6 variables: the size of the French army, the army's locations from 1812-1813, the passage of time, direction of movement, and temperature. The beige portion shows the army size going into the invasion; the black portion shows the (greatly and increasingly diminished) army size upon retreat. 422,000 soldier began the invasion; only 10,000 returned in the following year. Image in the public domain; reproduced on Wikipedia ("Minard").