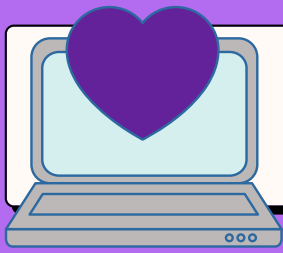# FIGURES, TABLES, AND CAPTIONS
Chicago Manual of Style Edition

Here are some basic rules on how to place figures, tables, and their captions from *The Chicago Manual of Style* (*CMOS*) 17th Edition.

Placement

A figure and a table should appear after the first time it is referenced in the text. The term figure is used to refer to illustrations, photographs, visual works, charts, and graphs. Tables are labeled separately from figures.

Captions

A caption may describe the figure or table in a word or two, an incomplete or complete sentence, several sentences, or a combination. No punctuation is needed when a caption consists solely of an incomplete sentence; but if one or more sentences follow it, then each must have closing punctuation. It should be placed next to, above or below the figure or table in single line spacing.

Credit Lines

A credit line is a brief description of the figure's source (like illustrations and photographs). It is generally placed at the end of a figure's caption, sometimes in parentheses. For some illustrations and visual works you must obtain permission to reproduce, unless fair use applies, or permission has been granted by means of a Creative Commons or similar license. For crediting material that requires permission, use the phrase "Reproduced by permission form..." For crediting material that was obtained free of charge and without restrictions on its use, the credit line may include the word "courtesy".

Numbering

If there is more than one figure or table, they normally bear numbers and all text references to them should be by the numbers: "as figure 1 shows ..."; "compare table 4 and 5." Never refer to a table or figure as "the figure above this paragraph" or "the table in the previous page." Tables are always labeled separately from figures. In multiple chapter works figures can be identified by the number and order in which it appears, like so "Figure 3.2" or "Table 5.7".

Using locators in captions

Italicize terms used for identifying elements in a figure, such as *top*, *bottom*, *left*, *right*, *above*, *below*, *left to right*, *clockwise from left*, or *inset*.

Titles for Figures

Titles for works of art must be italicized, for example, paintings, statues, and photographs. Titles for charts and graphs should appear right after the figure number.

Figure Example:

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Museums found innovative ways through their social media accounts to interact with their patrons while still on lockdown. For example, the Fitzwilliam Museum in Cambridge updated some of its most famous art works with facial coverings, which were sold as greeting cards, as shown on figure 3. Other institutions experimented with social media for the first time with great success, like the Sacramento history museum in their TikTok account (@shachistorymuseum) which currently has 2.2 million followers.

Figure 3. *Left to right*: Greeting card of John Everett Millais's *The Bridesmaid* with facial covering by The Fitzwilliam Museum and the original painting

Additionally, many institutions held virtual conferences and tours of their collections. It is safe to say that, for most heritage institutions the lockdown period prompted an increase of

Table Example:

Titles for tables

A table's title should never interpret the data that is being represented. It should be descriptive, but succinct. For example, "Rate of academic success in undergraduate students at UPPRP" is preferred to "High rate of academic success in undergraduate students at UPRRP."

TABLE 1. Table title

Stub column head	Spanner head[a]		Spanner head	
	Column head	Column head	Column head	Column head
Stub entry				
Stub subentry	0.00	0.00	0.00[b]	0.00
Stub subentry	0.00	0.00	0.00	0.00
Stub entry[c]				
Stub subentry	0.00	0.00	0.00	0.00
Stub subentry	0.00	0.00	0.00	0.00
Stub entry	0.00	0.00	0.00[b]	0.00

Note: General note to table. A general note might be used to explain how to interpret the data.
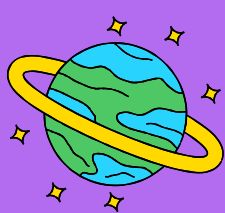*Source:* A source note acknowledges the source of the data, if not the author's own.
[a] Note to the first spanner head.
[b] Note that applies to the data in two different data cells.
[c] Note to the second stub entry.

Table template from *CMOS* 17th edition.