How to Reference Pictures and Tables

Where you include any image/diagram or visuals in your essay, thesis or work, you must include a reference.

1. Images used as Figures
   (This includes photographs, diagrams or visuals)

Labeling the image
When you want to reference an image you must first label the image so that when you speak about it in your writing the reader can identify which image you are talking about.

Figure 1: RMIT Buildings - Brunswick Campus (Margund Sallowsky 2006)

Steps:
- Figures should be numbered in order of how they appear in the report/essay
- A simple caption that explains/identifies what the image shows
- Reference the source (Surname, Date)

In-text referencing
When you want to refer to the image you have included in your report/essay you must state which image you are referring to.

In-text: Figure 1 (Margund Sallowsky 2006) shows the innovative building design at Brunswick Campus.......

Steps:
- Identify which image you are referring to (Figure number)
- In brackets after identifying the figure number put into brackets the name of the author/s and the date it was published

Bibliography
Along with sources you reference or have read as part of your research you must include the image’s reference in the bibliography

2. Tables and Captions
(This includes graphs, tables, infographics, maps)

Labeling the image

![Graph showing daily residential water use in Melbourne 2012](image)

Table 1: Daily residential water use in Melbourne 2012

Steps:
- Label the table, graph, infographic, map in order of how they appear in your report or essay. This is separate to Figures.
- Give a simple caption of what the table/graph/infographic/map shows

In-text referencing
When you want to refer to the graph you have included in your report/essay you must state which graph you are referring to.

In-text: Table 1 shows the daily residential water use per person in Melbourne (Melbourne Water 2012)

Steps:
- Identify which graph you are referring to (Graph number)
- In brackets after identifying the graph number put into brackets the name of the author/s and the date it was published

Bibliography
Along with sources you reference or have read as part of your research you must include the image’s reference in the bibliography