

# Learning Commons

Academic Writing Center - Graduate Students



## Tables and Figures

### Formatting and Labeling Tables and Figures in MLA Style (8th Edition)

**Tables**

Arabic numbering, no period, capital "T" → Table 12

For in-text citation use lowercase "t" (e.g. "table 12") → Table 12

Double spaced → Table 12

MLA title capitalization rules → Number of Current University of Cincinnati Undergraduate Students with Bearcat<sup>a</sup> Tattoos

Superscript letter indicates notes in title or table → Number of Current University of Cincinnati Undergraduate Students with Bearcat<sup>a</sup> Tattoos

Horizontal lines above and below table, below column headings → Table structure

Sex	Freshmen	Sophomore	Junior	Senior
Female	1	19	42	136
Male	12	14	22	110

Align left (1" margins) → Table 12

Source: Jellineck, Geoffrey. "Ink 101: The Rise of Mascot-Themed Body Art at Midwestern American Universities." *Journal of Contemporary Tattoo Trends*, vol. 12, no. 2, 2016, pp. 16-22.

Capital "S," colon → Source: Jellineck, Geoffrey. "Ink 101: The Rise of Mascot-Themed Body Art at Midwestern American Universities." *Journal of Contemporary Tattoo Trends*, vol. 12, no. 2, 2016, pp. 16-22.

Hanging indent (as in Works Cited page) → Source: Jellineck, Geoffrey. "Ink 101: The Rise of Mascot-Themed Body Art at Midwestern American Universities." *Journal of Contemporary Tattoo Trends*, vol. 12, no. 2, 2016, pp. 16-22.

Indented one tab → a. Note: "Bearcat" encompasses all variations of the mascot, including official and unofficial depictions.

Double spaced → a. Note: "Bearcat" encompasses all variations of the mascot, including official and unofficial depictions.

Double spaced → Source: Jellineck, Geoffrey. "Ink 101: The Rise of Mascot-Themed Body Art at Midwestern American Universities." *Journal of Contemporary Tattoo Trends*, vol. 12, no. 2, 2016, pp. 16-22.

If the source is only used once, you do not need to include in Works Cited page → Source: Jellineck, Geoffrey. "Ink 101: The Rise of Mascot-Themed Body Art at Midwestern American Universities." *Journal of Contemporary Tattoo Trends*, vol. 12, no. 2, 2016, pp. 16-22.

If the chart is not original data, cite the source in MLA format → Source: Jellineck, Geoffrey. "Ink 101: The Rise of Mascot-Themed Body Art at Midwestern American Universities." *Journal of Contemporary Tattoo Trends*, vol. 12, no. 2, 2016, pp. 16-22.

**Questions?**

Last Revised: October 2018

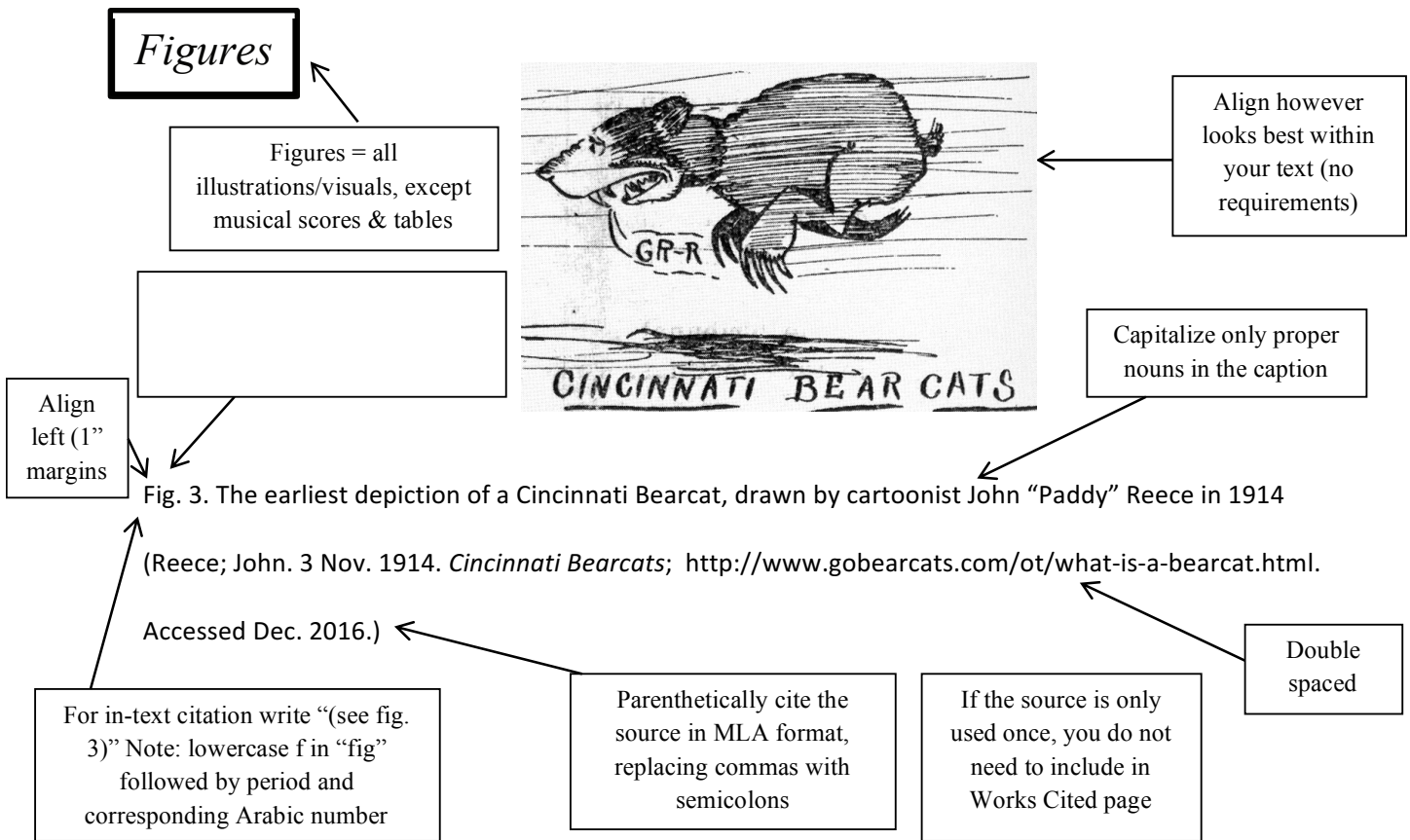
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Further Resources: *MLA Handbook, Eighth Edition*; Purdue Online Writing Lab – "Tables and Figures"; Saginaw Valley State University Writing Center – "MLA Format: Using Tables and Figures"

### Questions?



Last Revised: October 2018