APA Table and Figure Citation Layout: Placement Examples and Drafting Template

Original tasks 1, 2, 3, 4 / complete keys

Task 1

A draft shows 'Table 4' in bold, then a title in italic title case, then the body, then 'Note. Source: Example.' below the body. Is the placement correct?

Answer: Yes.

Reason: The number is bold and above, the title is italic title case below the number, the body follows, and the note with source is below the body.

Check: Verify each element's position against the four-zone order: number, title, body, note.

Task 2

A draft shows a figure image, then 'Figure 2' in bold below the image, then a title in italic title case, then a note. What is wrong?

Answer: The figure number and title are below the image; they must be above the image.

Reason: APA figure placement puts the number and title above the image, with the note below.

Check: Check that the number and title appear above the image and the note below.

Task 3

A table draft has the source citation inside the first body cell and no note below. Fix the placement.

Answer: Remove the citation from the body cell and place it in a note below the table body.

Reason: Source citations belong in the note area, not inside body cells.

Check: Confirm the body cell contains only data and the note area contains the citation.

Task 4

A figure draft has a note below the image and then an extra caption line below the note. Fix the layout.

Answer: Delete the extra caption line; keep only the number, title, image, and note.

Reason: The caption is the number, title, and note together; a separate caption line is redundant and misplaced.

Check: Check that no line appears below the note and that the note is the last element.

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Source rubric / reflection

- [ ] Number is bold and flush left above the table or figure.
- [ ] Title is italic title case and flush left directly below the number.
- [ ] Table body or figure image follows the title.
- [ ] Notes appear below the body or image in the correct order.
- [ ] Source citation is in the note area, not above the number or inside a body cell.
- [ ] No separate caption line appears below a figure note.
- [ ] Left alignment is consistent across number, title, body or image, and note.
- [ ] Handwriting or art is legible; x-height is measured baseline to midline; alternative letter styles are accepted.

Reflection: What did you check, what did you change, and what will you try next?