



Thesis Formatting Checklist: Figures, Tables, and Other Non-Text Objects

Element	Requirements	Common Problems
Location	<p>Three acceptable locations:</p> <ol style="list-style-type: none"> 1) within the chapter immediately following first reference to them; 2) grouped at the end of the relevant chapter; or 3) grouped at the end of the thesis before the bibliography. <p>Choose one and be consistent.</p>	<p>Tables/figures/objects not consistently placed.</p> <p>Tables/figures/objects placed in an incorrect location.</p>
Formatting	<p>Lettering should be at least 2 mm high. Note that copying and/or reducing the size of figures or other objects (e.g. charts, drawings, graphs, photographs, maps, etc.) may make images illegible. After resizing, all lettering must be large enough to fulfill the font size requirements, and must be clear and readable.</p> <p>Colour in tables, figures and other objects is allowed.</p>	<p>Lettering too small.</p>
Titles and/or Captions	<p>Must be identified with the word "Table", "Figure", or other appropriate descriptor (e.g., Illustration, Example, Equation, Image, etc.).</p> <p>Must include a title and/or caption.</p> <p>Must consistently use either title case or sentence case for capitalization in captions.</p>	<p>Tables/figures/objects not correctly identified.</p> <p>Case of captions not consistent.</p>



THESIS ← 10-12 PT FONT

1 IN MARGINS → *formatting*

Element	Requirements	Common Problems
Headings	Must be repeated on the second and subsequent pages of tables that split over two pages or more. Note that tables should be split at an appropriate place, e.g. just before a new subheading.	Headings not repeated on subsequent pages.
Numbering	<p>Must be numbered consecutively in order of appearance within the thesis.</p> <p>Two acceptable methods for numbering tables/figures/other objects:</p> <p>1) sequentially throughout the thesis, e.g. 1, 2, 3; or</p> <p>2) chapter number first, then numbered sequentially within each chapter, e.g.: Tables in Chapter 1: Table 1.1, 1.2, 1.3..., Figures in Chapter 3: Figure 3.1, 3.2, 3.3...</p> <p>Be consistent in your numbering choice. Consult your style guide (e.g., APA, MLA, Chicago, or the style guide of a significant refereed journal in your field) for further information on numbering.</p> <p>Method must be the same for tables, figures, and other objects, e.g.: Table 1.1 and Figure 1.3, or Table 1 and Figure 3, not Table 1 and Figure 1.3.</p>	<p>Tables/figures/objects not numbered consecutively.</p> <p>Table/figure/object numbering inconsistent.</p> <p>Numbering different for different kinds of objects.</p>
Landscape Pages	<p>Should only be used in cases where a figure, table, or other object is too large to fit comfortably on a portrait page.</p> <p>Must be oriented in PDF so that they are readable without rotation.</p> <p>Location of page number does not need to be changed.</p>	<p>Landscape pages used when not required.</p> <p>Landscape pages not used when required.</p>