REFERENCING AND LABELLING VISUAL SOURCES

How to correctly reference and label images and other visual sources.
Citing Figures

Photographs, diagrams, graphs and maps
When to reference an image

- Figures are referenced **in-text and** also in the **Reference List** as a normal entry.
- The figure should be referenced in-text in the form of a caption.
- The caption should be placed below the figure, at the left-hand margins.
- You should make comment/discuss the data as close as possible to the Figure to direct the reader to it.

**Example:**

See Figure 1 ...
Figure 1 illustrates ...
Figure 1 portrays ...
As seen in Figure 1 ...
Citing Images Web Formats

- **In-Text Citation**
  (Artist Surname, Year)

- **Reference List:**
  Artist Surname, First Initial. Second Initial. (Year). *Title of the artwork [Format]*. Retrieved from URL (address of web site)

- **Reference (No Author)**
  Title of work [Type of work]. (Year image was created). Retrieved from URL (address of web site)

- **Reference (No Author, No Title, No Date)**
  Many images found on the Web fall under this category. Try to locate the missing information by clicking on the image, and/or looking at the bottom of the image. [Subject and type of work]. Retrieved from URL (address of web site)
Citing Images Web Formats: Reference List Examples


Referencing APA style:
Images in print

**General template for images in print:**

Author's or Artist's Last name, First name initial only. (Year). *Description or title of image [Image format]*. *In* First name initial, Last name of author or editor, *Book title* (page range). Edition other than first. Publishing place: Publisher, publishing year.

**Examples for an image from a book:**

Labelling figures APA style:
Includes photographs, diagrams and graphs

Figure 1. Australian employment trends from April 2017 – April 2018. From Australian Bureau of Statistics under a Creative Commons Attribution 2.5.
Figure 2. Peter the Hermit leading the First Crusade, as depicted in Abreviamen de las estorias, 14th century. From Encyclopaedia Britannica.
Citing Tables
Features to include

- **Number and title**
  - Place directly above the table itself.
  - Ensure the title is brief but explanatory, in italics and with major words *capitalised* with no full stop.

- **Note**
  - Place directly below the table, the word "Note" in italics with a full stop, for example: *Note*.
  - Explain abbreviations, symbols etc.
  - Acknowledge the source of the table.
  - Include a copyright or creative commons statement at the end of the note.
Labelling tables

Table 1

<table>
<thead>
<tr>
<th>Age group (years)</th>
<th>Never-worked group (% of total age group)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15–19</td>
<td>48.5</td>
</tr>
<tr>
<td>20–24</td>
<td>8.4</td>
</tr>
<tr>
<td>25–29</td>
<td>3.4</td>
</tr>
<tr>
<td>30–34</td>
<td>1.8</td>
</tr>
<tr>
<td>35–39</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Citing Video

YouTube, Clickview and other video formats
Citing YouTube

- If the author's name is not available use the screen name.
- Do not italicise the titles of unpublished works.
- Remember to delete the hyperlink from any URLs and format the reference list with a hanging indentation.

General Format

- **In-text citation**
  (Author Surname OR Screen name, Year)

- **References**
  Author Surname, First Initial. Second Initial (Creator). OR Author screen name (Poster). (Year, Month Day of video post). Title of video [Video file]. Retrieved from URL of specific video
Citing ClickView

ClickView /DVD / Motion Picture

- **In-text citation Format**
  (Person most responsible for the production Surname, Year of production).

- **In-text citation**
  (Boland, 2009).

- **Reference Format**
  Person most responsible for the production Surname, First initial. (Role e.g. Producer, Director). (Year of production). Title [Select one of the following Clickview DVD/DVD/Blu-ray Disc/Motion Picture]. Country of origin: Studio name.

- **References**