Tables, Figures, References

National Workshop on Writing and Publishing Quality Research Paper in Commerce and Business Management

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Tables

- Tables should **present new information** rather than duplicating what is in the text.
- **Readers should be able to interpret** the table without reference to the text
- Ensure you **refer** to each table in the text.
- Consider the **size of each table** and whether it will fit on a single journal page.
- Provide **source** of information in each table
- Each table should be **numbered**

Tables

- **Be consistent** in presentation when submitting multiple tables.

- Insert a note in the text indicating the preferred location for each table, if you are sending tables in a separate file.

- Give clear, **informative titles**

Figures

- Figures should be **self-explanatory.**
- Use the text to draw the reader's attention to the significance and key points of the figure, but **don't repeat details**.
- The placement of figures should be at the **center** of the page.
- Give **reference** of the original source.
- Each figure should be **numbered.**
- Give clear, **informative titles.**
- Identify the **location** for each figure, if sending in a separate file.

Reference Vs Bibliography

- A **reference** list is the detailed list of **references** that are cited in your work. A **bibliography** is a detailed list of **references** cited in your work, plus the background readings or other material that you may have read, but not actually cited.

Referencing or Citation Styles

- [APA (American Psychological Association)](#) is used by Education, Psychology, and Sciences.
- MLA (Modern Language Association) **style** is used by the Humanities.
- Chicago/Turabian **style** is generally used by Business, History, and the Fine Arts.
- Oxford Style
- Harvard Style

Managing References

- EndNote -https://endnote.com/product-details/
- Mendeley - https://www.mendeley.com/newsfeed
- Microsoft Word Reference Manager
- Using Google Scholar for Citations

THANKS

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