

## Guidelines for Merging Texts and Illustrations

Illustrations are tables, charts, graphs, pictorials, maps, or any other type of visual that is meant to provide additional information such as explanation.

### **The Functions of Illustrations:**

1. Demonstrate logical and numerical relationships.
2. Communicate spatial information.
3. Communicates steps in a process more effectively than writing.
4. Save space in your document by visually representing complex ideas.

### **Characteristics of Effective Illustrations:** Illustrations must have a purpose.

1. They should be simple and uncluttered.
2. They should present a manageable amount of information.
3. They should meet the reader's format expectations.
4. They should be clearly labeled.

### **Incorporating Illustrations:**

1. Referencing Illustrations: (Figures, Tables, Charts, Maps, etc.)
  - a) Introduce the graphic or figure in the texts.
  - b) Refer to it by number. You might write, refer to Table 1: Job Placement Information.
2. Placing Illustrations:
  - a) The illustration should be in close proximity to the texts for which it is being used to summarize, emphasize, clarify, or organize.
3. Explaining Illustrations:
  - a) Explain what you want your reader to learn from the graphic or figure. Or, you may simply name it. But, include the number: Figure 1 refers to the\_\_\_\_.
  - b) Accompany illustrations with captions or legends which serve to explain the information that the illustration provides, where the information came from, etc.
4. Citing Sources: You must cite sources according to the citation style you are using for your paper.
  - a) Cite all illustrations that you are referencing.
  - b) Cite all sources that contribute information that you use in your illustration.
5. Making your illustration visible:
  - a) Provide white space around illustrations or enclose it with borders.
6. Directing your reader:
  - a) More than five illustrations must be listed in the Table of Contents under Tables, Graphs, Charts, etc.