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. Communicate 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) If you use more than five illustrations, you must list your illustrations in the Table of Contents under Tables, Graphs, Charts, etc.