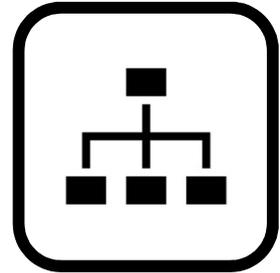
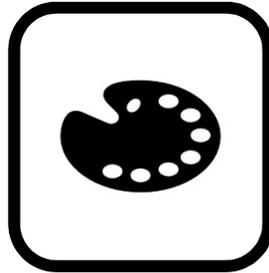
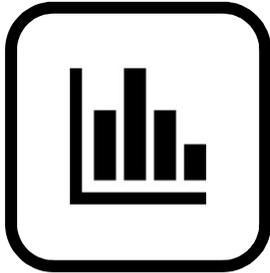


# Adding Visual Materials to Support Your Points



Sometimes it will be necessary to include visual materials in your essay. These materials may include drawings, flow charts, photographs, maps, art, graphs or other graphics that you have referred to in your paper or that may help explain one of your points. Here are some important rules to follow:

## **PURPOSE:**

- Do not replace text with graphics.
- Graphics must be appropriate for the assignment. Avoid funny or potentially offensive graphics.
- Graphics must be relevant. Only include them when they support or enhance your text.
- Definitely include an image if you regularly refer to it in your writing. For example, when writing about a famous painting, you should include an image of that painting in your essay.

## **FORMAT:**

- Place graphics between paragraphs and as closely as possible to the paragraph in which the visual information is referred to for the first time.
- Choose clear, high-quality images and make them large enough that all the details can be seen without taking up unnecessary amounts of space on the page.
- Give each graphic a figure number (Fig. 1, Fig. 2, etc.). Visuals should appear in your essay in numerical order based on their figure number.
- Follow the figure number with a short, descriptive title that explains its content.
- Include the bibliographic reference after the title. You do not need to include the sources for your visual materials in your Works Cited if you properly cite them in the captions.
- Colour images are only necessary if the colours enhance the clarity of the image or increase understanding.
- Centre or left-align the image based on what looks best.
- No bold or italics need to be used for the figure number or title.
- Format the source reference as you would format an entry for that type of source in the list of works cited.
- Hanging indentations are not necessary in a caption

## **REFERRING TO YOUR VISUAL MATERIALS IN YOUR TEXT:**

- Do not present a graphic first and then explain it in your text.
- When you mention information in your text that is supported by a visual, include the figure number in brackets next to the information.

# Use this visual guide to help you get the formatting right:

Refer to the figure number in parentheses in the text in the first place that the graphic is mentioned.

Cheng 2

Our research indicates that our cafeteria could be selling more fruit and more items that contain fruit if it makes adjustments to its current offerings. Bananas and banana bread are available daily, but our survey results indicate that bananas are one of the least popular fruits (Fig. 1) while blueberries, which are almost never on offer are the most popular. If blueberry muffins were to replace banana bread, for example, as the daily baked good, sales would likely increase during the breakfast rush.

Present the graphic clearly. Do not add borders or other effects. Make it large enough to read easily.

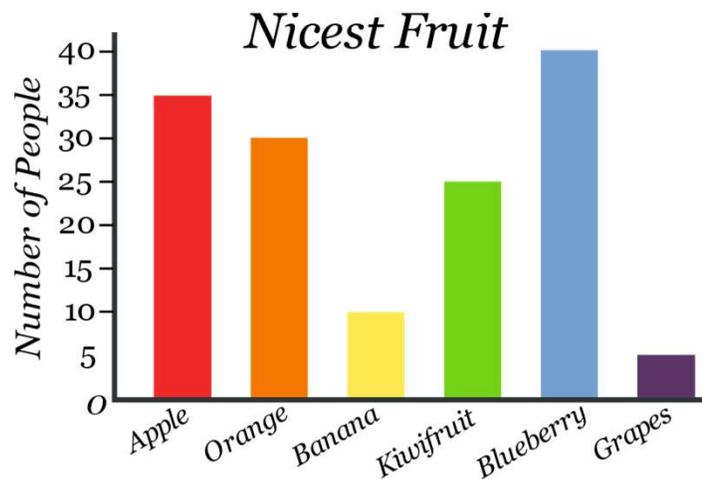


Fig. 1. Results of the Favourite Fruit Survey from "Bar Graphs." *Math is Fun*, 2015, <https://www.mathsisfun.com/data/bar-graphs.html>. Accessed 4 April 2017.

Start with the figure number. It should be abbreviated "Fig."

Keep the figure title short, but descriptive.

Include a source for your image in proper MLA style.