

Points for using illustrations in a dissertation

What to include and exclude

- Only include illustrations (diagrams, maps, tables or other images) that are NECESSARY to your argument
- Do not put images in just to fill out your dissertation: images should contribute something to your discussion and analysis

Labelling your images

- Label each image appropriately by using a term such as 'figure' (e.g. Figure 1; Figure 2; Figure 3 etc). Remember that images should appear in the order you discuss them in your text: that is, 'Figure 1' should be mentioned and appear first; 'Figure 2' should be second etc.
- Title / caption each image so that it is clear what it is: for tables or diagrams make sure the legend is appropriately descriptive of the content
- Refer to your figures in your text: As figure 1 shows... Figure 2 illustrates how... The diagram of the mechanism (figure 3) indicates that...
- Remember copyright legislation: you will need to reference the original source for any materials you have not created yourself. Future publication of your research could be limited by your use of cited materials – including images – if you do not have appropriate copyright permissions.

Location

- Place small images/illustrations within the text between paragraphs as close as possible to the point where they are first mentioned, but not before your first mention. Larger images (e.g. detailed scatterplot graphs) may need to be separately included on the next nearest full page, appropriately orientated.
- Use an appropriate image format (e.g. jpeg) to insert images into your assignments. Discuss with your tutors where and whether any hard copy original photographs that have been scanned need to be kept for future consultation.
- Check whether you need to place substantial visual materials in an appendix