Figures and Tables Formatting Guidelines for Technical Reports

Figures and tables are essential components of technical reports, helping to present data and illustrations clearly. Consistent formatting improves readability and professionalism. Below are formatting samples and best practices.

Sample Figure

Sample Figure

Figure 1. Example of a well-formatted figure with a concise, descriptive caption below the image.

Sample Table

Parameter	Value	Unit
Temperature	25	Â°C
Pressure	1.0	atm
Volume	10.5	L

Table 1. Results of experiment showing key measured parameters with respective units.

Guidelines

- All figures and tables should be centered on the page.
- Provide a concise, descriptive caption for each figure and table; place captions below figures and tables.
- Number figures and tables separately (e.g., Figure 1, Table 1, etc.).
- Reference each figure and table in the report text.
- Ensure table rows and columns are appropriately labeled for clarity.

Important Notes

- Keep formatting consistent throughout the document.
- Use high-quality images and clearly labeled tables.
- Avoid excessive decorative elements; prioritize clarity and readability.
- Always cite the source if a figure or table is reproduced from elsewhere.
- Figures and tables should supplement, not replace, the narrative text.