Orientation of illustrations (figures and tables): Most data can and should be displayed in portrait format, but if landscape is required, top should go to the left side of the page:

Correct (top is towards the left)  Incorrect (top is towards the right)

Illustration Captions: All figures (sketches, graphs, photographs, etc.) must have a figure number and description (caption) below the figure. If the image was not produced by the author (you) then it must be properly cited.

Figure 1 – Wright brothers first flight (this flight lasted only 12 seconds)\(^1\).

Caption must be sufficiently descriptive so that the figure (table, etc.) is “stand alone” – it is sufficient for the reader to understand what they should gain from the figure or table.

Photographs, sketches, data, etc. not produced by the author must have a citation.

Provide bibliography information as footnote or in reference section:

\(^1\) http://www.nasa.gov/multimedia/imagegallery/image_feature_976_prt.htm
For tables, the number and caption go **above** the table. Include units where appropriate. Also, cite the data if you did not create it. Caption should be meaningfully descriptive.

Example of a table that **needs improving**:

<table>
<thead>
<tr>
<th>Color</th>
<th>Wave Length</th>
<th>Speed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>650.2512</td>
<td>Faster</td>
</tr>
<tr>
<td>Blue</td>
<td>475.1258</td>
<td>Slower</td>
</tr>
</tbody>
</table>

Table 1 – light data.

The above table can be revised to be more **professional in content and appearance**:

<table>
<thead>
<tr>
<th>Color</th>
<th>Wave Length (nm)</th>
<th>Speed (relative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>650</td>
<td>Faster</td>
</tr>
<tr>
<td>Blue</td>
<td>475</td>
<td>Slower</td>
</tr>
</tbody>
</table>

Table 1 – characteristics of red and blue light traveling in water.

Provide bibliography information as footnote or in reference section:

Above graph has been reformatted and is now of a professional quality appropriate for engineering documents:

Figure 1 – stress-strain data for AISI 1045HR steel.

NOTE: font size is sufficiently large (approximately 12 point) after being pasted in to this document

Appropriate significant figures for both axes scales.

Figure caption below the illustration and is descriptive (numbered along with a description of the illustration).