

Examples of Figures within the Narrative: A figure can be a graph, pie chart, image, etc. All figures should be high resolution .tif, .jpg, or .png files. You should avoid .pdf as this format may appear blurry when inserted into the manuscript. **Note:** if the figure has been previously published or drawn from other material, you MUST determine whether copyright release must be obtained. (Consult with source publishers or contact a librarian for assistance.)

Use the same university approved font for your table captions and table texts, but no smaller than 9-points. Figures may be single or double spaced. Figures must be large enough to be easily read. All figure titles and captions must be included in the List of Figures verbatim.

fabulas intellegebat no. Ne ius meis virtute, nam option dissentiunt a philosophia eum, eu alienum invidunt cum. Quo et numquam euism

deleniti explicari pro. Nec

An vel affert vivend

id. (See Figure 1.)

Figures are referred to by their number in the text, not by “the following figure.” Figures should be placed close to their reference within the text, preferably on the same page. If the figure will not fit, place it on the next page. Figures too wide to fit on a vertical page without shrinking beyond legibility, may be placed on a landscape page. See examples on the next pages.

{Skip a line to set the table apart from the narrative.}

The figure title and caption is placed below the figure and styled as all other figure captions. Figures must be numbered either: Sequentially 1, 2, 3... or Sequentially by chapter 1.1, 1.2, 2.1, 2.2.... The page number and the first sentence of the caption must match verbatim the text listed in the List of Figures.

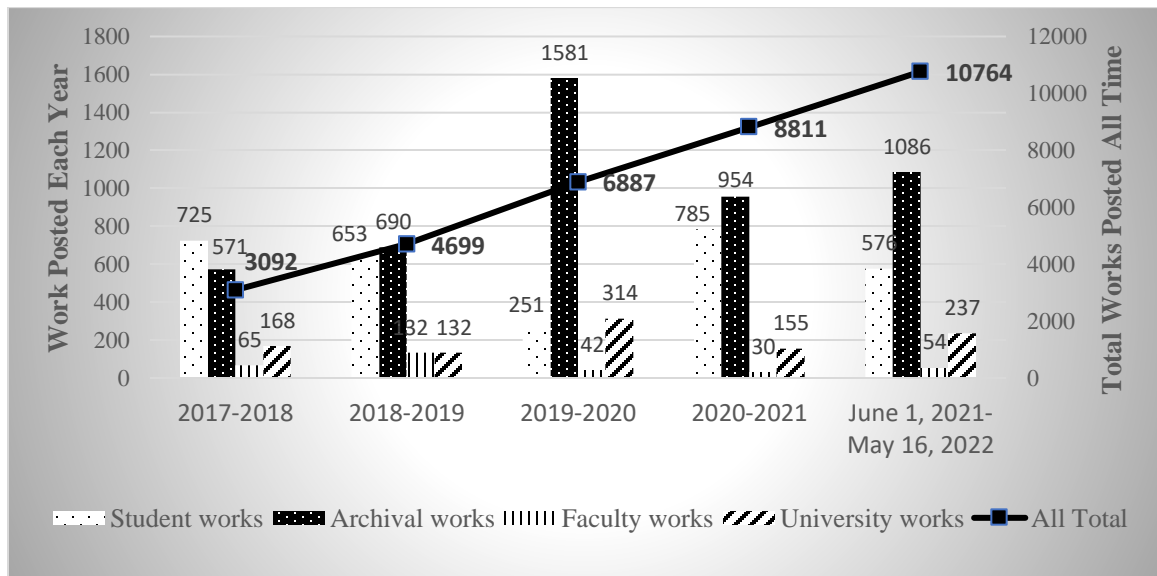


Figure 1: Number of Works Posted by Collection for Each Academic Year

**These data were from the institutional repository annual report.*

Notes go below the figure's caption.

{Again, skip a line.}

Aliquip diceret dolorem ex per, sapientem percipitur quo in. At aliquam appareat qui, nec in sumo quodsi pertinacia, eu mel habeo ancillae occurreret. Atqui errem fabellas

Figures that cannot fit on the same page where mentioned in the text without shrinking beyond legibility, should be placed on the next page.



(See Figure 2.) Impetus labitur eu mea.

quo habeo blandit referrentur no. Audire quaeque

disputando sea cu. Mei ne eruditi disputationi voluptatibus, no cum modo posse saperet.

Hinc. Aliquam tractatos ius an, cu eam tamquam utroque consulatu. Mucius persius

verterem ne vel, voluptua prodesset an per. Fugit choro te usu, augue inani nam ei, senserit convenire est an. Et vel populo conclusionemque. Cum case vero eu.

If the figure will not fit on the page where it is first mentioned, place it on the next page. If you push a figure to the next page, be sure you fill in excess space on the previous page with text from after the figure.

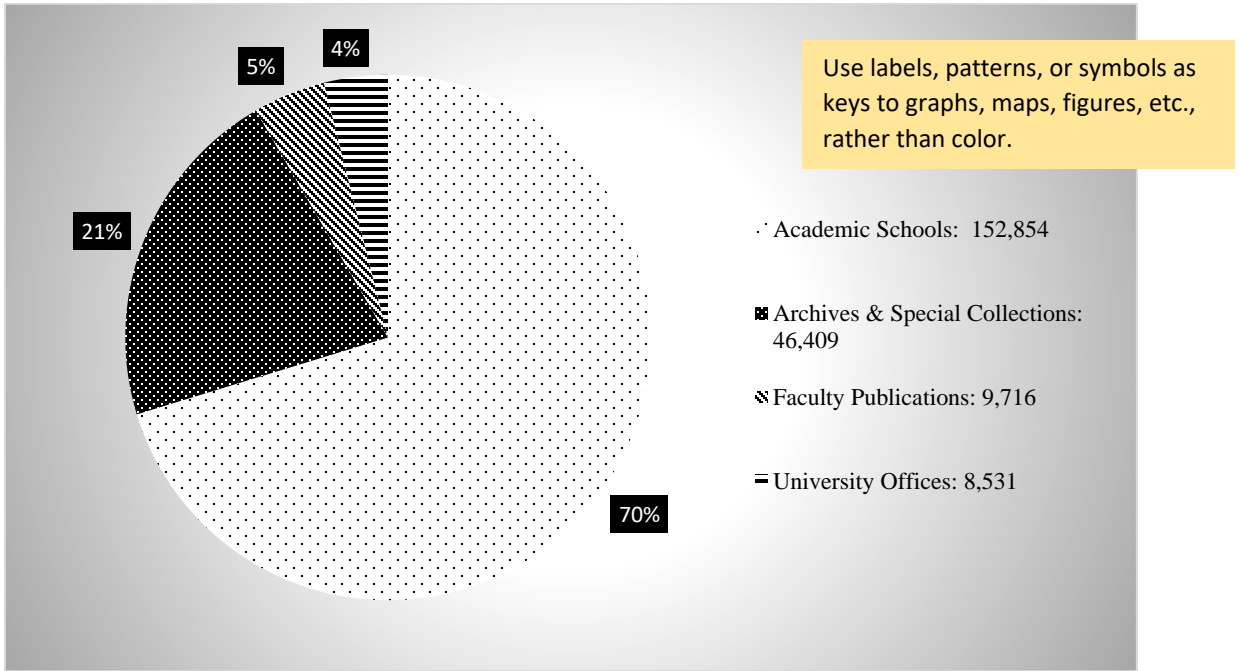


Figure 2: Scholarly Commons Full Text Downloads for 2021-2022 by Major Collection

Cum prompta commune ex, est et essent nostrud. Quot iudicabit nam ea, soleat postulant his eu, eam id affert propriae lucilius. No eos nonumes deleniti patrioque, an eam doctus denique. Sale feugait fastidii vix in, illud discere no has.

Alii iudico ridens et cum, vix ei altera omnium. Vel in nulla perfecto, id viris mentitum eam, eos cu virtute maluisset. At offendit contentiones comprehensam mea. Ex pro exerci partem adipiscing. Te mel nominavi principes scriptorem, ex vel luptatum urbanitas percipitur. (See Figure 3.) Eu sed idque phaedrum ullamcorper. Sed no animal deserunt, commune officiis sadipscing mea et. Melius option eam ad. Mei ne eruditi.

Because this page is in landscape, margins are 1" on the right, left, and bottom; and 1.5" on the top. The page number is now centered at the left side at 0.5. Continue numbering as appropriate to the page placement.

Figures too big for portrait pages may be placed on landscape pages. Select the table, caption, and notes. Then choose Layout tab > open the Page setup dialog box > select Landscape and apply it only to the selected text.

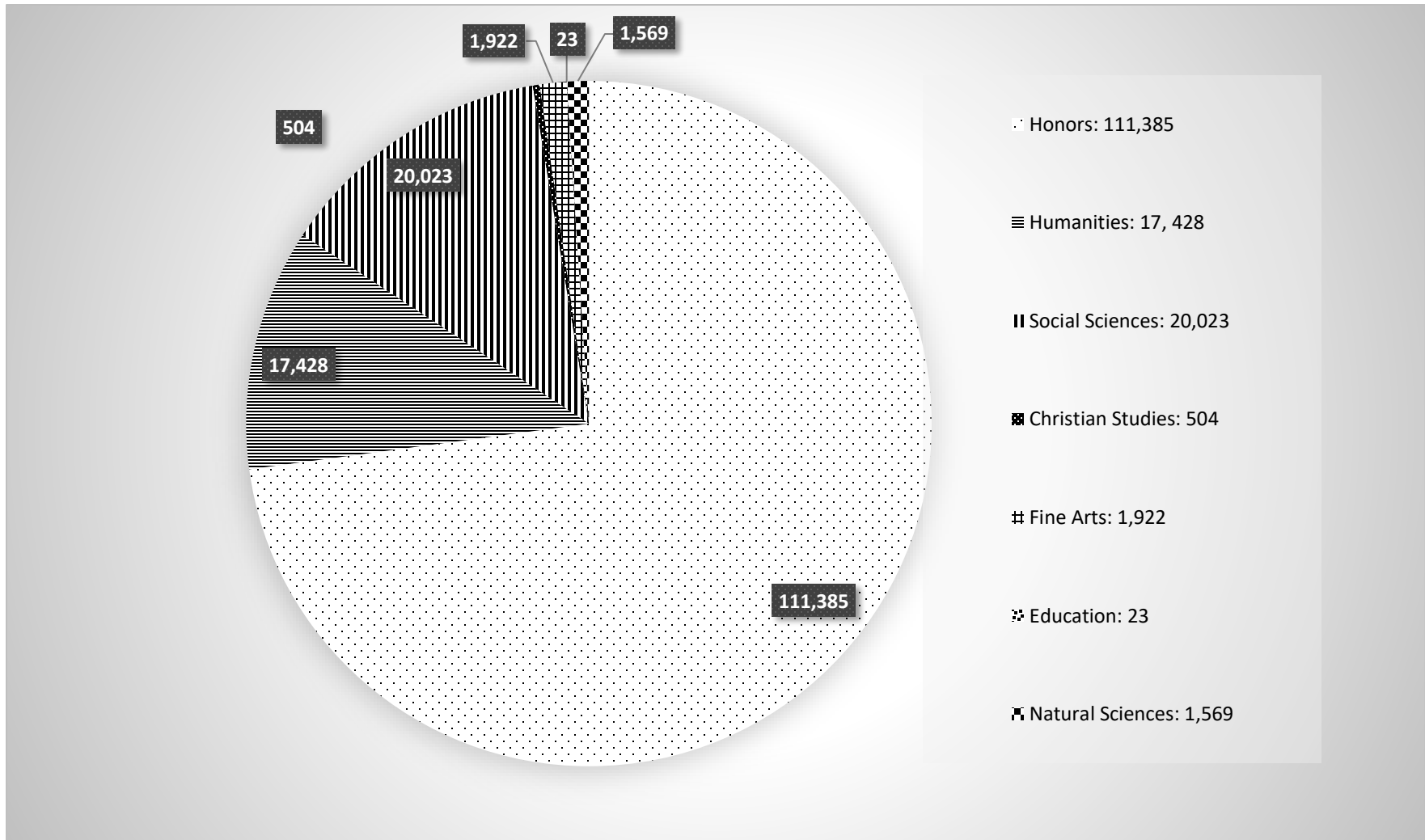


Figure 3: Scholarly Commons Full Text Downloads for 2021-2022 by Academic Schools, Departments, and Programs

Before inserting a page number on the left side, first remove the page number in the footer. Insert a Textbox and add the page number. In the Layout Options menu, select In Front of Text and Fix Position on Page. Then, under See More, set Horizontal to Absolute Position (0.5"; Left Margin) and the Vertical to Alignment (Centered; Page). Under Format for the Textbox, change the Text Direction and choose no Shape Outline.