

### Multi-page Tables (Tables Continued)

This is an example of how to format tables and figures that span multiple pages. For the first appearance of any table, you should include the table title/number followed by the entire caption. There must be some formatting that separates the title from the caption; you can bold the title, italicize the title, or add punctuation (a period or colon) between the title and caption. You can also bold or italicize the title *and* use punctuation to clearly separate these two elements. However, you should *not* bold or italicize the caption, as these are meant to add emphasis and make text more difficult to read.

- For example: **Table 1.** This is an example caption.

If a table does not fit on one page or is split into two parts by the page break, you must include the title and full caption before the table starts, as is standard. For any subsequent page on which the table continues, you should include the table title followed by the word “continued” in parenthesis.

- For example, “**Table 1 (continued).**” should appear on any page after the first. Do not include the caption on any page after the first. This line should appear in the same position that the table title and caption do prior to the table’s appearance on the first page. The spacing between this “**Table 1 (continued).**” title and the table itself should be the exact same as all of your other table titles and captions.

See the below table for an example.

**Table 1.** Caption goes here.

	Column 1	Column 2	Column 3	Column 4
Row 1	DATA	DATA	DATA	DATA
Row 2	DATA	DATA	DATA	DATA

**Table 1** (continued).

Row 3	DATA	DATA	DATA	DATA
Row 4	DATA	DATA	DATA	DATA

In order to type the table and “continued” caption above the table that appears on a new page, you must split the table. Above, I clicked in the first cell of “Row 3,” and selected the “Split Table” icon on the “Merge” section of the “Layout” tab.

### **Multi-page Figures (Figures Continued)**

There is a different standard for formatting figures that span multiple pages. If a figure has multiple parts and cannot fit on one page, you must first center the figure title and caption on its own page. The figure, for however many pages it takes, should appear after this page. See the following pages for an example.

**Figure 1.** Include the entire caption on this page. The text should be centered horizontally and vertically on the page. If you've chosen to space your captions differently than your body text, you can do so here as well (in this example, it is double-spaced). The figure should start on the next page. For this example, this figure is made up of four charts (A through D).



