How to Cite Information within a Table You Have Created

1. In your table, place a superscript lowercase letter (e.g., a, b, c) in front of any information you obtained from another source and wish to cite.

2. Within the headings and body of your table, order the superscript letters from left to right and top to bottom starting at the top left with the letter a.

3. Place author/date/page citation notes below the table, aligned flush left (i.e., no paragraph indentation), and strung together.

   Begin your string of citation notes with the superscript lowercase letter a.

   For each citation, provide the author(s) last name, year of publication, and page number(s). If no author is available, use the first two or three words from the title of the source instead. (For online resources, page numbers are not necessary.)

4. Include full references at the end of your document. (See companion guide “How to Cite Business Sources in APA Style” for help formatting references.)

   Example:

   Table 1: Financial Data on Selected Industries

<table>
<thead>
<tr>
<th>Industry</th>
<th>Sales Revenue</th>
<th>Profit Margin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmaceuticals</td>
<td>a $1.11 trillion</td>
<td>b 69.5%</td>
</tr>
<tr>
<td>Restaurants</td>
<td>c $558 billion</td>
<td>d 4.8%</td>
</tr>
</tbody>
</table>


References


Trina Magi, 2018, Bailey/Howe Library, University of Vermont