

INTEGRATING VISUALS INTO TEXT

Place the graphic in an appropriate location... if the reader needs the information contained in the graphic to understand the discussion, put the graphic directly after or before the information....

Introduce the graphic whenever possible. You should always refer to a graphic before it appears. Oftentimes, referring to the graphic by number (such as Figure 7 or Table 6A or something) is the best. Most authors prefer to use decimal numbering for pictures, especially if more than one picture is presented in a chapter (thus, Figure 6.1 and so forth).

Visuals should be titled and should be accompanied by captions, explanations ranging from a single sentence to a lengthy paragraph.... Captions or explanations should be set below the visual.

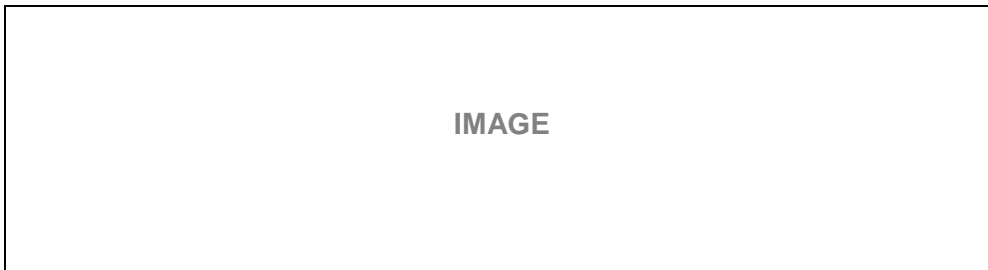


Figure 1.1 *The Basic Home Computer*

The first home computers were based around two components: television units and central processing units (CPU) connected by a series of wires with a keyboard attached to the CPU. Source: www.computerhistory.com

-OR-

Figure 1.1 *The Basic Home Computer*

A rectangular box with a thin black border. In the center of the box, the word "IMAGE" is written in a bold, black, sans-serif font.

IMAGE

The first home computers were based around two components: television units and central processing units (CPU) connected by a series of wires with a keyboard attached to the CPU. Source: www.computerhistory.com