

GATE e-Handbook Assignment Templates

By Claire Hay

Student Number
Course Number

TABLE OF CONTENTS

Title Page	i
Table of Contents	ii
List of Figures	iii
List of Tables	iii
Introduction	1
Section 1	1
Section 2	4
Conclusion	4
List of References	5

LIST OF FIGURES

<u>Figure Number</u>	<u>Caption</u>	<u>Page Number</u>
Figure 1	Sign indicating the highest level reached by Glacial Lake Missoula in the Mission Valley, MT (Rhodes 2008).	1
Figure 2	Figure 2. Provincial and territorial political map of Canada (E Pluribus Anthony , 2006 in Wikipedia)	2
Figure 3	Figure 3. Screen shot of Microsoft Word file on formatting figures (from C. Hay on 18 August 2015)	3
Figure 4	Figure 4. Field sketch of Beachy Head, Sussex, UK (British Geological Survey, 2015)	3

LIST OF TABLES

<u>Table number</u>	<u>Caption</u>	<u>Page Number</u>
Table 1	Table 1. Table showing population of Canada from 2010-2014 as of July 1 st in each year (Statistics Canada, 2014). The population of Canada has grown in all provinces and territories except NWT, NS and NB.	4

INTRODUCTION

This short paper provides examples of formatting a paper in geography that includes a title page, table of contents, list of figures, list of tables, paper discussion and list of references. You should refer to how these various elements are formatted when completing your own assignments. Here figures and tables are shown together with an example of a table. A quick tip for formatting your table of contents etc. is to use a table to ensure all the columns and rows line up neatly. You can then display the table with no borders.

SECTION 1

In this section, we will look at integrating and formatting a variety of figures in a geography assignment. Figures include any kind of visual image such as photographs, maps, screen shots, etc. Figure captions must be included and are placed below the relevant figure. The figure is placed in the text following the first time it is referenced in the text. Figure 1 shows the example of using a photograph taken in the field by a classmate of the author.



Figure 1: Sign indicating the highest level reached by Glacial Lake Missoula in the Mission Valley, MT (Photo courtesy Rhodes 2008).

Figures 2, 3 and 4 provide other examples of the types of images that might be used in your geography assignments together with the correct way to reference these images.



Figure 2. Provincial and territorial political map of Canada ([E Pluribus Anthony](#), 2006 in Wikipedia)

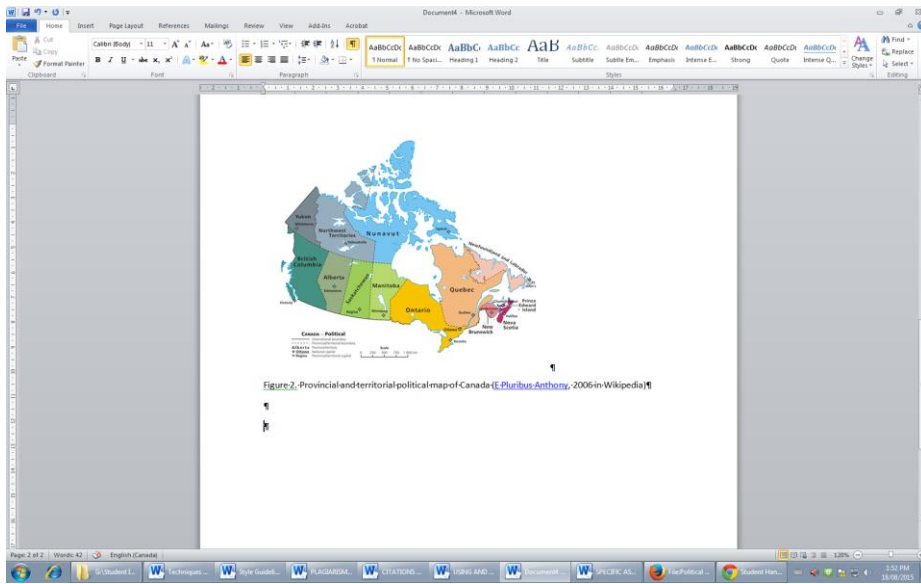


Figure 3. Screen shot of Microsoft Word file on formatting figures (from C. Hay on 18 August 2015)

Figure 4 shows a field sketch of Beachy Head showing the key geographic elements observed from the field.

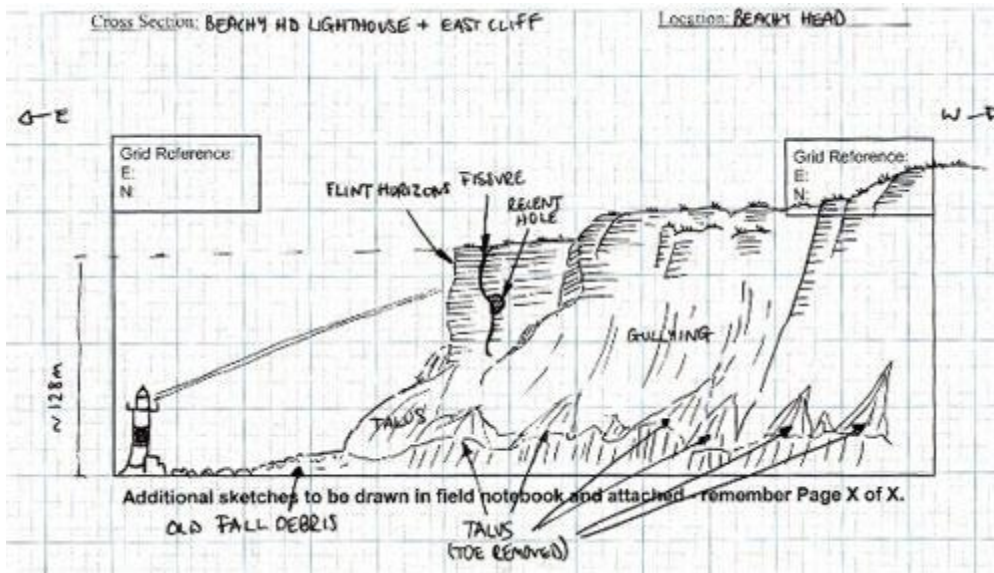


Figure 4. Field sketch of Beachy Head, Sussex, UK (British Geological Survey, 2015)

Section 2

Tables are another integral part of geography assignments. Sometimes they are published tables obtained from other sources (see Table 1) or they are tables you have created yourself. In all cases they must have a table number and caption that is placed above the table in question. The caption must contain sufficient detail to be stand-alone and not require the reader to refer back to the original text.

Table 1. Table showing population of Canada from 2010-2014 as of July 1st in each year (Statistics Canada, 2014). The population of Canada has grown in all provinces and territories except NWT, NS and NB.

	2010	2011	2012	2013	2014
	persons (thousands)				
Canada	34,005.3	34,342.8	34,752.1	35,154.3	35,540.4
Newfoundland and Labrador	522.0	525.0	526.9	528.2	527.0
Prince Edward Island	141.7	144.0	145.3	145.5	146.3
Nova Scotia	942.1	944.5	944.8	942.9	942.7
New Brunswick	753.0	755.5	756.8	755.6	753.9
Quebec	7,929.4	8,007.7	8,084.8	8,154.0	8,214.7
Ontario	13,135.1	13,263.5	13,410.1	13,550.9	13,678.7
Manitoba	1,220.9	1,233.7	1,250.5	1,265.4	1,282.0
Saskatchewan	1,051.4	1,066.3	1,087.3	1,106.2	1,125.4
Alberta	3,732.6	3,790.2	3,888.6	4,007.2	4,121.7
British Columbia	4,465.9	4,499.1	4,542.5	4,582.6	4,631.3
Yukon	34.6	35.4	36.2	36.4	36.5
Northwest Territories	43.3	43.5	43.6	43.8	43.6
Nunavut	33.4	34.2	34.7	35.4	36.6
Note: Population as of July 1. Source: Statistics Canada, CANSIM, table 051-0001. Last modified: 2014-09-26.					

CONCLUSION

This is the end of this example document showing key elements of many geography assignments.

REFERENCE LIST

British Geological Survey, 2015. Landslides at Beachy Head, Sussex. Retrieved from <http://www.bgs.ac.uk/landslides/beachyHead.html> on 18 August 2015.

E Pluribus Anthony, 2006. Political Map of Canada. Retrieved from https://commons.wikimedia.org/wiki/File:Political_map_of_Canada.png on 18 August 2015.

Statistics Canada, 2014. Population by year, by province and territory, 2010-2014. Retrieved from <http://www.statcan.gc.ca/tables-tableaux/sum-som/l01/cst01/demo02a-eng.htm> on 18 August 2015.