

Appendices

How to use an appendix

- ❖ Appendices are used when the incorporation of material in the body of the work would make it poorly structured or too long and detailed.
- ❖ The appendix may be used for helpful, supporting or essential material that would otherwise clutter, break up or be distracting to the text.
- ❖ Other people's work will be referred to, not quoted, in the appendix.
- ❖ Appendices may include some of the following:
 - supporting evidence
 - contributory facts
 - specialised data [raw data appear in the appendix, summarised data appear in the body of the text.]
 - technical figures, tables or descriptions
 - detailed description of research instruments
 - maps
 - questionnaires [questionnaire results appear in the body of the text]
- ❖ The body of the text must be complete without the appendices, and it must contain all information including tables, diagrams and results necessary to answer the question or support the thesis. Appendices are not included in the word count.
- ❖ Appendices must be referred to in the body of the text, for example, 'details of the questionnaire are given in Appendix B [on page 23]'

How to Format and Appendix

- ❖ The heading should be
 - APPENDIX or Appendix, followed by a letter or number
e.g. APPENDIX A,
Appendix 1
 - centred
 - bold
- ❖ Each appendix must begin on a new page.
- ❖ Appendices must be listed in the table of contents (if used).
- ❖ The page number(s) of the appendix/ appendices will follow on from the body of the text.
- ❖ Appendices may precede or follow the reference list.