

Appendices

An **appendix** (one item) or **appendices** (more than one item) contains information that is placed at the end of the essay/report.

1. When to use appendices
2. Examples of appendix items
3. How to format appendices
4. Example of students' understandings about using appendices

1. When to use appendices

- a) Appendices generally contain information that is NOT ESSENTIAL to the essay/report that you have written, but supports analysis and validates your conclusions. **However**, sometimes an appendix may be used for ESSENTIAL tables and figures that are too large to fit into the text of an essay/report.
- b) Include an appendix only if it helps readers understand, evaluate, or replicate the study or argument. There is no limit on what can be placed in an appendix, but it must be relevant and referred to at the appropriate point in the essay text (e.g., see Appendix). Check the guidelines for your assignment/article about whether there is a limit on the number of appendices you can include.
- c) If there is one appendix, the label is "Appendix". If there is more than one appendix, add a letter, e.g., Appendix A, Appendix B. Refer to the appendix in the body of the text; for example, "details of the questionnaire are provided in Appendix B".
- d) Appendices may be authored by yourself (no reference required) or copied from elsewhere (reference required). When referring to other people's work in an appendix, use the regular in-text citation in the appendix and include the details in the main reference list. When referring in the main text to other people's work that has been included in an appendix, it will be referred to as "(see Appendix)", rather than quoting the content of the appendix.

NOTE: Appendices are not included in the word count.

2. Examples of appendix items

Appendices may include the following:

- supporting evidence (e.g., raw data that is summarised in the text)
- contributory facts, specialised data (raw data appear in the appendix, but summarised data appear in the body of the text.)
- sample calculations (referred to in the text)
- technical figures, graphs, tables, statistics (referred to in the text)
- detailed description of research instruments (referred to in the text)
- maps, charts, photographs, drawings (referred to in the text)
- letters, copies of emails (referred to in the text)
- questionnaires/surveys (questionnaire/survey results appear in the body of the text)
- transcripts of interviews (summarised in the text)
- specification or data sheets (summarised in the text)

3. How to format appendices

The format and positioning of appendices in your essay **must** follow these procedures:

- Appendices **follow** the reference list.
- Each appendix must begin on a new page.
- The order they are presented in is dictated by the order in which they are mentioned in the text of the report or essay.
- Each appendix must have a label and title. The appendix title should describe its contents. The appendix label and title must be on **separate lines, bold, centred**, and in **title case**ⁱ e.g.,

Appendix A

The Skeletal System of the Human Body (title case/describe the contents)

- Number all tables and figures within a single appendix so that you can refer to it in the text of the essay, e.g., In Appendix C, Figure C2 shows that ... while Figure C6 ...
- Appendices are listed in the table of contents of documents that have a table of contents.
- The page number(s) of the appendix/appendices continues on from the reference list.

4. Examples of students using appendices

Student 1 (reflective writing)

This example is about a **50-item questionnaire** that I designed and placed in the appendices. My understanding is that an appendix can be essential information that you can't fit neatly into the text of your report; however, you must refer to this appendix in the body of the report. Therefore, in my psychology report, I included an appendix that was the actual questionnaire that I gave to my clients when I was researching this topic. In my report, I wrote (Appendix C) when I had mentioned the results of the questionnaire that I used with my test group.

Student 2 (reflective writing)

In my nursing assignment, appendices were used to supplement the information in my essay. Firstly, we had to demonstrate our knowledge of the human skeletal system. The photocopied diagrams covered a number of pages, so Appendix A was a set of photocopied, labelled diagrams of the skeletal system discussed and referred to in the essay. Because the photocopied diagrams were copied from a book, I placed an in-text reference with page numbers at the end of the appendix and put the author in my reference list. Secondly, we had to summarise the results of interviews with five patients at the local hospital about their recovery from bone breakages in car accidents, so Appendix B was a transcript of these interviews.

ⁱ **Title case**

All major words (more than 3 letters) are capitalised. First word of title and first word after a colon are capitalised regardless of the number of letters.