Appendices

An appendix (one item) OR appendices (more than one item) contains information that is NOT ESSENTIAL to the essay or report that you have written, but supports analysis and validates your conclusions. However, sometimes an appendix may be used for ESSENTIAL tables and figures which are too large to fit into the text of an essay/report. Appendices may be authored by yourself (no reference required) or copied from elsewhere (reference required). Rules apply.

1. When to use appendices

The body of the text must be complete without the appendices, and must contain all information in the text, including tables, diagrams and results necessary to answer the question or support the thesis. Therefore, you will need to know that:

- Appendices are used when the incorporation of material in the body of the work would make it poorly structured or too long and detailed.
- Appendices 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 in the appendix will be referred to (e.g. see Appendix A), not quoted (e.g. using short or long quotes) from the appendix.
- Appendices must be referred to in the body of the text; for example, ‘details of the questionnaire are given in Appendix B.

NOTE: Appendices are not included in the word count.

2. Examples of appendix items

Appendices may include some of the following:

- supporting evidence (e.g. raw data that is referred to 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)

WARNING

There is no limit as to 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 2). If an appendix has information, data, graphics etc. from another author, then use in-text references in the appendix and list the author in your reference list.
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 in bold and centered on separate lines and in title case at the top of the page on which the appendix begins e.g.

Appendix B (not capital letters/bold)
The Skeletal System of the Human Body (title case/describe the contents)

ONE appendix may contain only text, a table/s OR a figure/s, OR a combination of these.

a. Text: write the paragraphs as regular paragraphs the same as in the body of the paper.

b. 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 ...

If you have a table of contents, list the Appendices

The page number(s) of the appendix/appendices continues on with the numbering from after the reference list.

Examples of students’ understandings about 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 for the marker to (Appendix 3) when I had mentioned the results of the questionnaire 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 1 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 2 was a transcript of these interviews. Using appendices like this meant that I could show my lecturer that I had completed the set task and collected the data for the issues that were discussed in the essay.

Title case

The first word and first word after a colon, and all MAJOR WORDS are capitalised. Use lower case for words of less than 3 letters EXCEPT after a colon.