

Q&A for Appendices

What should go in an appendix?

You should put the following kinds of information in an appendix: supporting materials that are only interesting to someone checking on your research methodology or data, long data sets, a questionnaire or survey you used in your research, the flyers you created asking people to participate in your study, the consent forms you gave your participants to sign, or the letter from the Institutional Review Board giving you permission to conduct research with people.

What should I call my appendix?

It depends. If you have only one, title it Appendix. If you have more than one, they will be titled Appendix A, Appendix B, Appendix C, and so on. You decide which is Appendix A or B or C by the order in which they are referred to in your paper. Whatever appendix you refer to first becomes Appendix A; the next one becomes Appendix B, and so on.

How do I refer to my appendix?

When you refer to your appendix in the body of your paper, write something like: A copy of the survey used can be found in Appendix B. Don't give a page number.

What is the plural for appendix?

The proper plural for appendix is appendices. APA 5th edition used appendixes (boo! hiss!), but changed it to appendices in APA 6th edition.

Where does my appendix go?

Appendices will be the last thing in your paper. After the body of your paper, after the reference list, then come your appendices.

Can I start my appendix at the end of my reference list?

No. Each appendix must start on a new page. Use your Insert Page and Section Breaks feature to start a new page; don't just keep hitting Enter until you get to a new page.

Can I put all my tables into one appendix?

It is not ideal to have more than one table in an appendix. Your readers will have an easier time finding your tables if each one has its own appendix. Tables which are placed in an appendix are labeled with a number and the letter of the appendix in which they are found—for example Table A1.

What should an appendix look like?

Please see an example on the next page. Note that the first paragraph is flush left, but that the first lines of the other paragraphs are indented a half inch.

Everything else you might need to know about appendices will be found in the APA manual on pages 38 through 40.

Appendix A

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