

Appendices

1. An Appendix is supplementary material that is collected and appended at the back of a book or report – supporting evidence for your assignment. The word Appendices is the plural form.
2. Each appendix is a separate item and goes on a separate page. It could be:
 - a questionnaire and its results
 - a newspaper clipping
 - a map
 - a company document
 - raw data used for figures or tables.

In your assignment you would refer to this item (See Appendix A.) after the relevant section and so on.

Example

Results from the Australian Bureau of Statistics (2006) show that children between the ages of 9 and 11 were the most likely to participate in sport (70.2%) and exceeded the rates for both 12-14 year olds (63.7%) and 5-8 year olds (58.0%) and males at all age groups had higher participation rates than females. (See Appendix A Figure A1).

3. Appendices are not included in the word count – this is the same rule as for the Reference list.

4. Business

Go to the Business Guide and look at the Table of Contents page 37 at

<http://fbi.cqu.edu.au/FCWViewer/getFile.do?id=17724>

This is how they set out the items in the Table of Contents – Note they number straight on, not like the generic example which you will look at in section Number 6.

Reference List	16
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So each one is on a separate page.

This could be a guide for the Faculty as no other guides of Education, Arts and Informatics were found.

5. Guide for Sciences, Engineering and Health at

<http://fseh.cqu.edu.au/FCWViewer/getFile.do?id=17754>

Appendices: go to page 18 of 34 Laboratory Report

If you have no directions in your course you might like to use the following generic information to help you.

6. This information is generic – you must check if your lecturer has specific requirements.

6.1 Each appendix starts on a new page

6.2 Listed in the Table of Contents under Reference List

6.3 Note the way to number the pages

7. Add an appendix to a document

Numbering (generic – shows a flash system of page numbering)

<http://office.microsoft.com/en-au/word/HA011587421033.aspx>

7.1. If you are putting Figures or Tables in the appendices

Notice the numbering on those items

So you have Appendix A on page A-1 and if you put a figure on that page

it is labelled Figure A-1 in Appendix A

If it is a Table then it is labelled Table A-1 and so on

Get the idea?

8. Appendices

8.1 APA style

Go to the APA 6th ed. manual page 39 and read carefully

If there is only one appendix, label it Appendix; if there is more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc.) in the order in which it is mentioned in the main text.

Each appendix must have a title.

Figures and Tables in appendices are labelled, e.g.,

In Appendix A – Figure A1 and then Figure A2 and so on

In Appendix B – Table B1 and so on. Okay?

Save the appendices in a separate word document – it is easier to format – and then bring over.

8.2 Harvard style

If there are several appendices then an appendix title page headed Appendices is useful.

Each has a separate page and usually lettered A, B, etc.