

Formatting an Appendix

APA 7th

Learning Centre
James Cook University Singapore

Appendices



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- An appendix contains material that the writer believes would contribute to better understanding of the subject of the paper
 - This material, if included in the paper itself, may be distracting or confusing for the reader
 - The appendix material should be relatively brief and easily presented in print format
 - The criteria for including material in an appendix include:
 - Better understanding of subject matter of paper
 - Deeper evaluation of data/results of research study
 - Analysis and evaluation of **replication** of main research study
 - Deeper discussion of theoretical arguments in paper

Common Appendix Materials



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- Lists of stimulus materials
 - Instructions to participants
 - Tests, scales, or inventories developed for the research study in the paper
 - Structured interview questions or survey questionnaires developed for the research study
 - Detailed descriptions of complex equipment used in research study
 - Detailed demographic descriptions of subpopulations in research study
 - Other detailed or complex reporting information
 - For ***student papers***, any appendix that is listed as necessary in assessment requirements

Formatting Appendices



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- Appendices should be mentioned at least once in the main text of the paper by its label
 - For example: ... see Appendix A for ...
 - Appendices are always placed after References, on a fresh page
 - Label each appendix as Appendix A, Appendix B, and so on
 - If there is only one, label it Appendix
 - Each appendix must have a title that clearly and succinctly describes its content

Appendix A

Title of Appendix Contents

- Centralised, bold, title caps, separate lines
- If the content comprises only text, write in the same essay format as in the main text of the paper

Copyright and Ethics considerations



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- Appendices are part of the paper
 - The same standards of copyright attribution and ethical considerations apply to all materials in appendices
 - Provide citations and references for materials in appendices that are taken from copyrighted sources
 - Provide evidence that relevant and respective ethical standards have been followed and met

References



American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.
<https://apastyle.apa.org/products/publication-manual-7th-edition>