

# Appendices

Created by Inaburra Senior Library 2023

## What are they?

An appendix is a section at the end of your essay or report that contains additional information which is relevant, but which you have chosen to leave out of your essay or report because it is too long or detailed. (Oxford Brooks University 2023) Appendices are not included in the word count.

Appendix = only one

Appendices = plural (more than one)

## When should I use one?

If you have information that is useful for gaining a more comprehensive understanding but it is too detailed to include in your essay or report, or if including it will interrupt the flow of your work, this is information that you can include in an appendix.

## What should I put in them?

The information in your appendix must be relevant, but is not essential to understanding your arguments. They provide additional information but the reader should be able to understand your report or essay without them.

Everything in your appendix must have a purpose and you must refer to all your appendices in your essay or report. You can use phrases such as 'See Appendix 1'.

Examples of material you can put in your appendix includes (but is not limited to):

- Correspondence (letters, emails etc)
- Interview transcripts, surveys
- Graphs, maps, charts, diagrams, photographs etc, particularly if you have a lot, in which case you could include the key ones in your report and put the rest in an appendix
- Raw data
- Details about instruments used such as cameras, data recorders etc, if it is important for the reader to know about these things
- Sample calculations

(University of Southern California Libraries 2023)

## What they are not

They are not a dumping ground to show how much research you did. They should only include information that is relevant to your report and which will enhance the reader's understanding.

They are not there to provide a copy of work done by others. If you need to refer to the work or findings of others, summarise it in your report/essay, explain why it is relevant, and reference it.

(University of Southern California Libraries 2023)

### **How do I format them?**

Clearly label your appendices with either letters or numbers (Appendix A, Appendix B etc, OR Appendix 1, Appendix 2 etc), and then a descriptive title that clearly explains what is in the appendix, eg. Appendix 1: Flow chart of purchasing decision-making process. (Oxford Brooks University 2023)

Include a separate Appendix for each topic. If you have more than one item in each appendix, number them all so you can refer to them clearly in the text of the essay or report, eg. 'In Appendix A: Graph 1 it is clear that...'

The order that you refer to items in your report is the order that you will put them in your Appendices.

If your report has a table of contents, include the Appendices.

### **Referencing**

You must reference the items in your Appendices just as you need to reference information you refer to in your essay or report. Use a footnote or in-text reference (depending what referencing style you are using) next to the item in the Appendix, then put the full reference in your reference list. If you created the item in the Appendix you can explain this in your in-text reference, eg. (Table author's own, data from Jones, 2017). (Oxford Brooks University 2023)

### **Sources consulted**

Oxford Brookes University 2023, *Appendices*, accessed 1<sup>st</sup> February 2023.

<<https://www.brookes.ac.uk/students/academic-development/online-resources/appendices/>>

University of New England, n.d., *Writing essays, reviews and reports: Appendices*, accessed 1<sup>st</sup> February 2023.

<[https://www.une.edu.au/data/assets/pdf\\_file/0008/392156/WE\\_Appendices.pdf](https://www.une.edu.au/data/assets/pdf_file/0008/392156/WE_Appendices.pdf)>

University of Southern California Libraries 2023, *Organising your Social Sciences research paper: Appendices*, accessed 1<sup>st</sup> February 2023.

<<https://libguides.usc.edu/writingguide/appendices>>