Appendices in APA Format

What is an appendix?

- A section at the end of a paper that includes information that is too detailed for the text of the paper itself and would "burden the reader" or be "distracting," or "inappropriate" (APA, 2019, p. 41-42).
- The content in the appendices should be "easily presented in print format" (APA, 2019, p. 41).
    - Examples:
        - lengthy lists (short lists belong in the paper itself)
        - detailed descriptions (essential details should be in the paper itself)
        - instructions to participants; tests, scales, inventories
        - demographic details for subpopulations studied by the paper

Where does the Appendix appear in the paper?

- The appendices section, if there is one, is close to the last section of your APA-style paper:
    - title page
    - abstract
    - text of paper
    - references list
    - tables
    - figures
    - **appendices**

How to format an appendix:

- You may have more than one appendix (aka appendices)
- Each appendix should deal with a separate topic

- Each appendix must be referred to by name in **bold** font (**Appendix A, Appendix B, Appendix** C, etc.) in the text of the paper
    - To refer to the Appendix within your text, write, (see Appendix A) at the end of the sentence in parentheses. Example:
        - In addition to the limitations of email, Cummings et al. (2002) reviewed studies that focused on international bank employees and college students (see Appendix B for demographic information).
- Each appendix must be labeled with a letter (A, B, C, etc.) according to where it appears in the paper.
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        - The first appendix referred to in the paper would be named Appendix A
        - The second appendix referred to in the paper would be named Appendix B
        - If you have more than 26 appendices, start the alphabet over with AA, BB, CC, and so on.
        - **If there is only one appendix, it is just called Appendix**
- Each appendix must also have a title
- Begin each appendix on a separate page with page number
- Place the label and title of each appendix at the top of the page, centered, **bold,** using normal capitalization. Label first, title second.
- Paragraphs
    - The first paragraph is flush left and not indented.
    - The second and following paragraphs are indented as "normal" paragraphs are.
    - All paragraphs are double spaced.
- If your appendices include tables or figures, treat them as they would be treated in the main text.
    - Exception to the tables/figures numbering rule: add the letter of the appendix (A, B, C, etc.) to the figure or table number (e.g., Table B3 would be the third table in Appendix B).
- If your appendices use information from an outside source, cite it parenthetically within the text of the appendix and include the reference in the main references list for the paper (do not create a separate references list).

A sample appendix is below.

Appendix A ← Appendix Label

List of Counties in Wisconsin that Have More Than 130,000 Acres of Wetlands] Appendix Title

First Paragraph – no indent, flush left

All 72 counties in Wisconsin have documented wetland acreage, however only 10 have more than 130,000 acres of wetland. These counties include: Ashland, Douglas, Forest, Marathon, Marinette, Oconto, Oneida, Price, Sawyer, and Wood (Wisconsin Department of Natural Resources, 2012).

Following paragraphs – indented, formatted normally

Marathon County, in particular has high number of wetland acres that are in close proximity to farm land and grazing areas. It is of vital importance to both maintain the agricultural use of the land in addition to maintaining the health of the wetlands. One must manage both types of acreage with the other in mind, especially when it comes to riparian areas.

Riparian areas are…