



If appendixes, also referred to as appendixes, are entirely text, the text is indented and double-spaced similar to the body of the paper. Appendixes may also be tables or other forms of data that are copied onto the page of the appendix from the original source. In all situations, sources must be properly cited and referenced.

In the final document, Appendixes follow the Reference section of the paper. If there is more than one appendix, each is assigned a letter and appears in the same order as they are introduced in the body of the paper. See the APA manual for more information on the correct use of appendixes.

**Appendixes** are sometimes useful to provide additional information for a paper, such as descriptive details or tables, which might take away from the focus of the paper if in the body. See the APA manual for further information on **Appendix(es)**

#### **Alternate Appendix Format**

Sometimes it is not possible to import information directly into your word document or to convert another format, such as PDF file, to a plain document. To facilitate consistent formatting and to maintain integrity of page numbers in this situation, prepare your Appendix or Appendixes as follows:

1. Create an Appendix page as above with appropriate titles (i.e. Appendix or Appendix A and title of the document)
2. Insert the hardcopy document behind the appendix
3. A page number will need to be manually assigned to each page according to page sequence (this can be done using computer and printer, but needs to be done neatly if by hand) and in the same format as the document
4. If there are several appendixes, each appendix will need to be added according to APA format
5. Ensure that the Table of Contents is congruent with the addition of appendixes and reflects correct pagination