

## Quick Reference: Appendix Formatting Checklist

Use this checklist before submitting:

### Placement and Order

- ☐ Appendices come **after** reference list
- ☐ Each appendix starts on a new page
- ☐ Appendices appear in order mentioned in text

### Labeling

- ☐ **One appendix:** Labeled "Appendix"
- ☐ **Multiple appendices:** Labeled Appendix A, B, C (alphabetically)
- ☐ Label is **bold and centered** (APA) or plain and centered (MLA/Chicago)
- ☐ Title on next line, formatted correctly

### Content

- ☐ Text is double-spaced (unless table/figure)
- ☐ Tables numbered with appendix letter (Table A1, B1)
- ☐ Figures numbered with appendix letter (Figure A1, B1)
- ☐ Copyright attributions included for non-original content

### In-Text References

- ☐ Every appendix mentioned at least once in paper
- ☐ References use label (Appendix A), not title
- ☐ References are clear and specific

### Special Cases

- ☐ Single-item appendices use appendix label instead of table/figure number
- ☐ Multiple items in one appendix numbered sequentially
- ☐ Materials organized logically within appendices