

# 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