



Using appendices

Introduction

When you write an assignment, there might be occasions when you will need to use an appendix. This resource provides an overview of when appendices should be used and how to refer to parts of the appendix in text.

What is included in an appendix?

Appendices should include material that supports the content of your assignment (for example, a copy of a questionnaire or a more detailed set of raw data), but would significantly break the flow of your writing if included in the main assignment text.

Numbering appendices

Everything included in the appendices should be clearly labelled (Appendix 1, Appendix 2, etc.). Each individual part should contain a unique set of supporting information.

Referring to appendices in text

It is important to be specific when referring to appendices in text. You need to avoid vague statements like 'more information is provided in the appendices'. Instead you should indicate to your reader exactly which part(s) or the appendices contain additional information relevant to the area that you have discussed.

For instance:

- See Appendix X for.....
- Appendix X contains.....

You might consider placing brackets around this sentence to ensure that the flow of your writing is not interrupted.

Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit: I

lrweb.beds.ac.uk/studyhub

