

Format Requirements for an Appendix (or Appendices)

- This section is optional.
- The appendix (appendices) appears after the document text, but before the References.
- All appendices must be listed in your Table of Contents and have the same title format in the text and in the Table of Contents as your other chapter/section headings. (see **Headings and Subheadings Manual** for more information on major headings)
- If you only have one appendix, it will be titled “Appendix” in the Table of Contents and the text. If you have two or more appendices, each should be titled an identifier and label.
 - For example, Appendix A : IRB Permissions and Appendix B: SPSS Data
- All format rules for the body of your document apply to your Appendix. For example: Margins must be 1” on all sides, text must be double-spaced, there can be no running headers or footers, page numbers must be located bottom center on the page, etc.
- The page numbering from the appendix should be in sequence with the last page of the thesis or dissertation document text. Page numbers should be Arabic and continue on through the Bibliography and Curriculum Vitae.
- If a List of Tables, List of Figures, List of Algorithms, etc. appear in the document, items that appear in the Appendix must appear on that list as well (if applicable). For example, if there is a List of Tables and Table 11: Number of Cats Owned appears in Appendix B, it must be listed in the Table of Contents. This means that the table number and caption along with the corresponding page number need to be listed. You do not need to note that it appears in the Appendix.
- Oversized and digital items can be attached to the document through an appendix. The location of each of these items should be referenced in the appendix.

- For example, Appendix Q: Plate of Sheep Mountain Range. The text under the title would read “Plate is located in attachment three of supplemental material in ProQuest” Or “Plate can be found at www.unlv.edu/geoplates”