

# ACE Quick Guide to Appendices

## What is an Appendix?

An appendix is a section of your assignment where you include **unpublished** information, as **evidence to support your main argument**. Examples include:

- Documentation on your company’s intranet
- Emails from managers
- Transcripts of conversations
- Interviews with colleagues
- Questionnaire data
- Detailed statistics
- Policy documents
- Graphs
- Models

## How to Include Appendices:

1. Your appendices should be **labelled with a capital letter** (Appendix A, Appendix B, etc.) in the order that they first appear in your main body. If you exceed 26 appendices, continue with AA, BB, etc.
2. Each appendix should be **titled**. For example:

Appendix A – Test Scores of Participants

	Subject 1	Subject 2	Subject 3
Part A	22%	45%	55%
Part B	25%	29%	36%

3. A list of appendices and their titles **should appear in the table of contents:**

<b>Contents</b>	
Introduction .....	2
Heading 1 .....	3
Sub-heading 1.....	3
Sub-heading 2.....	4
Heading 2 .....	5
Conclusion.....	7
References.....	8
Appendices .....	9
Appendix A – SWOT Analysis.....	9
Appendix B – PESTLE Analysis .....	10

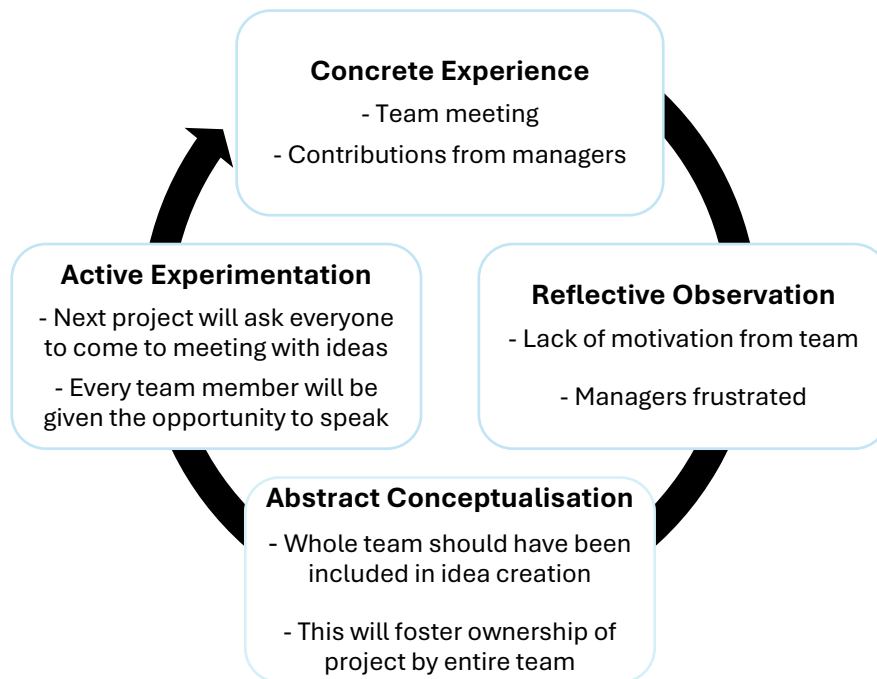
4. You should **refer to the appendices where relevant in the main body** of your assignment, making it clear what the appendix includes:

This has been my organisation's **explicit strategy** for many years (see Appendix A).

During an **interview with my manager** (Appendix B), the scope of this project was identified as...

5. A **citation should accompany appendices that have been lifted or adapted from other sources**. The following reflection, for example, has been completed based on an existing model:

Appendix C – Reflection on Stage 1 (Adapted from Kolb, 1984, cited in Leicester University, 2020)



6. Each appendix should begin on a **separate page**.

**Note:**

Your appendices are **not included in the assignment word count**.

Furthermore, **material included in the appendices may not be considered towards your final grade**; please check your assignment brief carefully.

## References

Leicester University (2020) *David Kolb*. Available at:

<https://www2.le.ac.uk/departments/doctoralcollege/training/eresources/teaching/theories/kolb> (Accessed: 22 November 2024).

Northumbria University (2020) *Appendices*. Available at:

[https://cragside.northumbria.ac.uk/everyone/skillsplus/16/page\\_15.html](https://cragside.northumbria.ac.uk/everyone/skillsplus/16/page_15.html) (Accessed: 23 November 2024).



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