

CREATING YOUR APPENDIX: THE BASICS

Part 1: Order, language, and titles

ORDER	<p>Organize your appendices in the order in which you refer to them in the main text.</p> <p>a) If you have more than one appendix, each one must be labeled with a letter (A, B, C, etc.) <i>according to where it appears in the paper.</i></p> <p>Each appendix must be referred to in the main text. (if a table is too big to fit on a single page, it should be placed in an appendix.)</p> <p>b) Here's the system:</p> <ul style="list-style-type: none">a. The first appendix referred to in the this is Appendix A.b. The second appendix referred to in the thesis is Appendix B . . .c. If you have more than 26 appendices, start the alphabet over with AA, BB, CC, and so on.d. If there is only one appendix, it is just called Appendix (no A, B, or C).
LANGUAGE	<p>The language of the thesis is English, so the appendices that contain material related to your research have to be in English, too (with the exception of administrative documents such as Ethics Committee approval).</p> <p>This is not to say, however, that you cannot/should not have appendices in Turkish. You can do both. Depending on the nature of the appendix, you can</p> <ul style="list-style-type: none">a) Create a separate appendices for Turkish and English.b) Gloss one of the languages, keeping both in the same Appendix. (See examples on page 2 of this document.)
TITLES	<ul style="list-style-type: none">a) The title should reflect the content of the appendix. If a given appendix contains more than one table or more than one figure, they should all be related in some way.b) 'Figures' (or 'Tables') is not a good title for an appendix. If there is no connection between the figures/tables in an appendix, that means you should have a separate appendix for each one.

Part 2: Glossing Turkish content In an appendix

★ Note that in each case, the gloss is in parentheses (*like this*) and uses italics.

Example 1 (*short text in a form to be completed*)

- Adınız-Soyadınız: _____
(*First name, Last name*)
- E-posta adresiniz: _____
(*Email address*)
- Doğum tarihiniz: _____
(*Date of birth*)

Example 2 (*if the translation fits on the same line as the original*)

Haftasonu ne yaptınız? (*What did you do at the weekend?*)

- a. Banka soydum. (*I robbed a bank.*)
- b. Sinemaya gittim. (*I went to the cinema.*)
- c. Anneannemi ziyaret ettim. (*I visited my grandmother.*)
- d. Ödevlerimi yaptım. (*I did my homework.*)

Example 3 (*if the entire translation doesn't fit on the same line as the original*)

Ördeğin ayağı kuyruktan önce çitin üzerinden geçti.
(*The feet of the duck went over the fence before the tail.*)