

Appendix tables and figures

How to avoid having to re-organize appendices at the last minute

Part 1: Summary of the basic rules for tables, figures, and appendices. (See the guidelines and sample pages for more details.)

- *Order:* Tables, figures, and appendices in the text have to appear in consecutive order.
- *Labeling:* Tables, figures, and appendices must all be labeled, including the ones that appear in an appendix.
- *If you have only one appendix:* Do not give it a letter designation.

Part 2: Labeling appendix tables and figures

How many tables (figures) do you have that need to go into an appendix?

- (a) If you have only one: follow the model in Scenario A.
- (b) If you have several, you can
 - treat each table (figure) as separate appendix, as shown in Scenario A
 - or
 - if they are related in some way, they can be grouped together in an appendix (see Scenario B on page 2 of this document).

Scenario A: One table (figure) in an appendix.

If Appendix D, for example, has only one table (figure), the title of the table (figure) will become the title of the Appendix itself. In this case, do not label the table (figure) again separately. The appendix designation and title will replace the table number and title, as shown below.

APPENDIX D

[TITLE OF THE TABLE HERE]

Scenario B: Multiple tables (figures) in an appendix

Label each table (figure) using the letter of the appendix and a number.

- Example (if Appendix C has multiple tables): Table C1, Table C2, Table C3, etc.
- Example (if Appendix B has multiple figures): Figure B1, Figure B2, etc.

Consider appendix tables and appendix figures as separate series of tables and figures. That is:

'Regular' series

Table 1, Table 2, Table 3, etc.

Figure 1, Figure 2, Figure 3, etc.

Appendix series

Table C1, Table C2, Table C3, etc.

Figure B1, Figure B2, etc.

Note: You are not required to have all four series. How many you have depends on the data you have.

Words of caution

- Do not put figures and tables in the same appendix.
- If you include multiple tables or figures in a particular appendix, the title of that appendix should describe the overall content of the appendix. This would ideally be a superordinate, an 'umbrella' term.

Example: *fruit* is a superordinate of *apples*, *peaches* and *bananas*.

Part 3: Mentioning tables (figures) in the text

You have to mention in the main text all tables and figures that appear in your thesis. Mention must include the relevant label. For example:

| A regular table (figure) | An appendix table (figure) |
|---------------------------------|--|
| Table 6 shows that . . . | . . . as is shown in Appendix A, Table A13 |
| . . . as illustrated in Table 6 | Table A13 (Appendix A) shows . . . |
| . . . (see Table 6) | . . . (see Appendix A, Table A13) |

Part 4: If you have 5 or more appendix tables (figures), you need to show these in a List of Appendix Tables (Figures):

Create two lists of tables (figures).

- The first is the usual 'List of Tables' (for tables that are presented in the main text).
- A second list will be created: 'List of Appendix Tables (Figures)'.
 - In case you have only a few regular tables and a few appendix tables (figures), you might combine these on a single page, as shown on page 4 of this document.
 - Take care to have two separate headings if you use a single page. (See the example page 4 of this document.)
 - If the two lists do not fit on a single page, create a new page for the list of appendix tables (figures).

Note

- If you have fewer than 5 appendix tables (figures), you need not create a list for that particular series.
- If a table (figure) appears on its own in an appendix (as illustrated in Scenario A on page 1 of this document), it should not appear in the list of tables (figures) or the list of appendix tables (figures). It will appear simply as an appendix, and will be listed as such in the table of contents.

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