

Numbering Conventions for Report Appendices

1. Introduction

This document outlines the recommended numbering conventions for appendices in formal reports to ensure easy reference, clarity, and consistency throughout the document.

2. Appendix Numbering Format

1. Alphabetical Lettering

- Each appendix should be labeled with a capital letter: **Appendix A**, **Appendix B**, **Appendix C**, etc.
- If more than 26 appendices are required, continue with double letters: **Appendix AA**, **Appendix AB**, etc.

2. Titling Appendices

- Each appendix should have a descriptive title, placed below the appendix label.

Example:

Appendix B

Data Tables and Charts

3. Referencing in Main Text

- Refer to appendices in the main body as: “see Appendix C for details.”

4. Subsections within an Appendix

- Subsections should be numbered using the appendix letter and a numeral: **B.1**, **B.2**, etc.

5. Figures and Tables in Appendices

- Label figures and tables separately within each appendix, using the appendix letter as a prefix:
Figure B-1, **Table B-2**.

3. Sample Appendix Structure

- **Appendix A**

Survey Questionnaire

- A.1 Section 1: Demographics
- A.2 Section 2: Responses

- **Appendix B**

Raw Data Tables

- B.1 Table B-1: Age Distribution
- B.2 Table B-2: Response Summary

4. Placement

All appendices should be placed after the References or Bibliography section of the report, each beginning on a new page.

Important Notes

- Appendix labels and titles should be listed in the Table of Contents.
- Ensure all referenced appendices are included and correctly labeled.
- Numbering convention should remain consistent throughout the report.

- Do not use numbers (e.g., Appendix 1) unless specifically required by organizational guidelines.