

begin with a superscript footnote number, and put a space between the footnote number and the text that follows. Be sure that the number of the footnote callout corresponds with the number that appears with the footnoted text.

2.14 Appendices

Sometimes authors wish to include material that supplements the paper's content but that would be distracting or inappropriate in the text of the paper. Such material can often be included in an *appendix*, which is included in the print and electronic versions of the article, or in *supplemental materials* (see Section 2.15), which are available in an online-only supplemental archive that the publisher maintains.

Include an appendix only if it helps readers understand, evaluate, or replicate the study or theoretical argument being made. Be sure that all relevant ethical standards have been followed for materials placed in the appendices, including copyright attribution, accurate representation of data, and protection of human participants (e.g., as the standards apply to images or videos of identifiable people; see Sections 1.18 and 12.17).

In general, an appendix is appropriate for materials that are relatively brief and easily presented in print format. Some examples of material suitable for an appendix are (a) lists of stimulus materials (e.g., those used in psycholinguistic research); (b) instructions to participants; (c) tests, scales, or inventories developed for the study being reported; (d) detailed descriptions of complex equipment; (e) detailed demographic descriptions of subpopulations in the study; and (f) other detailed or complex reporting items described in Chapter 3. Student papers may include appendices.

Format. Begin each appendix on a separate page after any references, footnotes, tables, and figures. Give each appendix a label and a title. If a paper has one appendix, label it "Appendix"; if a paper has more than one appendix, label each appendix with a capital letter (e.g., "Appendix A," "Appendix B") in the order in which it is mentioned in the text. Each appendix should be mentioned (called out) at least once in the text by its label (e.g., "see Appendix A"). The appendix title should describe its contents. Place the appendix label and title in bold and centered on separate lines at the top of the page on which the appendix begins. Use title case (see Section 6.17) for the appendix label and title.

The appendix may consist of text, tables, figures, or a combination of these. A text appendix may contain headings and displayed equations. If an appendix contains text, write the paragraphs as regular indented paragraphs the same as in the body of the paper. If a text appendix contains tables, figures, footnotes, and/or displayed equations, give each one a number preceded by the letter of the appendix in which it appears (e.g., Table A1 is the first table within Appendix A or of a sole appendix that is not labeled with a letter; Equation B1 is the first equation within Appendix B; Figure C2 is the second figure of Appendix C). In a sole text appendix, which is not labeled with a letter, precede all table, figure, footnote, and equation numbers with the letter "A" to distinguish them from those of the main text. All tables and figures within a text appendix must be mentioned in the appendix and numbered in order of mention. The tables and figures within a text appendix should be embedded within the text, as described in Section 7.6.

If an appendix consists of a table only or a figure only, then the appendix label takes the place of the table or figure number, and the appendix title takes

for your research and to enable readers to place it in the context of previous research and theorizing. For detailed guidance on citing sources in the text and preparing the reference list, consult Chapters 8 and 9, respectively.

Format. Start the reference list on a new page after the text and before any tables, figures, and/or appendices. Label the reference list “References,” capitalized, in bold, and centered. Double-space all reference list entries (including between and within references). Use a hanging indent for all references, meaning that the first line of each reference is flush left and subsequent lines are indented by 0.5 in. Use the paragraph-formatting function of your word-processing program to automatically apply the hanging indent. For the order of works in the reference list, see Sections 9.44 to 9.49.

2.13 Footnotes

A *footnote* is a brief note that provides additional content or copyright attribution. Any type of paper may include footnotes.

Content Footnotes. Content footnotes supplement or enhance substantive information in the text; they should not include complicated, irrelevant, or nonessential information. Because they can be distracting to readers, content footnotes should be included only if they strengthen the discussion. A content footnote should convey just one idea; if you find yourself creating paragraphs or displaying equations as you are writing a footnote, then the main text or an appendix would likely be a more suitable place to present the information. Another alternative is to indicate in a short footnote that supplemental material is available online (see Section 2.15). In most cases, authors integrate an idea into an article best by presenting important information in the text, not in a footnote.

Copyright Attribution. When authors reproduce lengthy quotations and/or test or scale items in the text, a copyright attribution is usually required and should be presented in a footnote. A reproduced table or figure also requires a copyright attribution, but this attribution appears in the table or figure note. Further directions on seeking permission to reproduce material and appropriate wording for the copyright attribution appears in Sections 12.14 to 12.18.

Footnote Callout Numbering and Format. Number all footnotes consecutively in the order in which their callouts appear in the text with superscript Arabic numerals. Footnote callouts should be superscripted, like this,¹ following any punctuation mark except a dash. A footnote callout that appears with a dash—like this²—always precedes the dash. (The callout falls inside a closing parenthesis if it applies only to matter within the parentheses, like this.³) Do not put a space before the footnote callout in text. Do not place footnote callouts in headings. To refer to a footnote again after it has been called out, identify it in the text by the footnote number (e.g., write “see Footnote 3”); do not repeat the footnote callout or the whole footnote.

Place each footnote at the bottom of the page on which it is discussed using the footnote function of your word-processing program (see the sample professional paper at the end of this chapter for examples). Footnotes may alternatively be placed in consecutive order on a separate page after the references; in this case, put the section label “Footnotes” in bold, centered at the top of the page; then write the footnotes themselves as double-spaced indented paragraphs that