

Footnotes & Appendices in APA Style

Overview

APA style allows for the use of footnotes and appendices to include supplementary content that would otherwise interrupt the flow of the main text. These elements provide extra context, detailed explanations, and supporting data.

Footnotes

Footnotes serve as a means to provide content-related details or acknowledge copyright material. They may enhance comprehension without cluttering the main narrative. Each footnote is referenced with a superscript number and should appear at the bottom of the same page or on a dedicated footnotes page.

Types of Footnotes

- Content Footnotes: Clarify or elaborate on information without including tangents or excessive detail.
- Copyright Footnotes: Credit sources for quoted, adapted, or reproduced material, including images and tables.

Formatting Footnotes

- Superscript numerals should follow punctuation (except dashes and parentheses).
- Do not place footnotes in headings.
- On a separate footnotes page: Center and bold the heading 'Footnotes', and list footnotes as indented, double-spaced paragraphs.

Copyright Formatting

To properly cite copyrighted material in a footnote:

- Indicate whether the content was reprinted or adapted.
- Include the title, author, year, and source.
- Cite the copyright holder and note if it is public domain or under Creative Commons.
- State if permission was obtained, when required.

Appendices

Appendices allow writers to include relevant content—like research tools, participant data, or extended figures—without cluttering the main text. Appendices must be relevant and concise.

Formatting Appendices

- Begin each appendix on a new page.
- Center and bold 'Appendix' and the title on separate lines.
- Use capital letters for multiple appendices (Appendix A, Appendix B, etc.).
- Place appendices after references, footnotes, and any figures or tables.

Visuals in Appendices

- Use letter and number formatting for visuals (e.g., Table B1, Figure A2).
- A single figure or table-only appendix uses the appendix label as its title.
- Multiple visuals in an appendix must each be labeled accordingly (e.g., Table C1, Figure C1).