## Appendices

Appendices are used to present detailed information that would be distracting in the body of the paper. Material for an appendix may include a computer program, a consent form, or a sample questionnaire. A course paper may have one or more appendices.

If a course paper has only one appendix, it should be labeled as an Appendix. If the paper has more than one appendix, label each with a capital letter (for example, Appendix A, Appendix B, etc.). More information on appendices may be found in the APA manual.

## Fonts and Font Size

Font is also called "typeface". Each font is a collection of letters of the alphabet, numbers, and frequently used symbols (such as a question mark) that have a similar appearance. The preferred APA font is Times Roman in 12 point.

## Punctuation

The APA guidelines present a very important punctuation rule that you must always follow. A period, comma, semicolon, colon, and question mark always have one space between them and the following text or letter. For example, there is one space between the period of the last sentence and the beginning of this sequence. If you write an individual's surname (that is, last name) the initials and surname are separated by one space:

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