

## APA @ Conestoga Checklist: Visuals & Appendices [Fall 2015 – Winter 2016]

Check	Elements to Include
	<b>Figures and Tables</b>
	<b>Refer to in document</b>
	Figure 1, as shown in Figure 1, (see Figure 1) Table 1, as shown in Table 1, (see Table 1)
	<b>Figure or Table + number</b>
	capitalize first letter of the word Figure or Table
	format in italics
	number according to sequence in document
	follow by a period
	<b>Caption format</b>
	use 12 pt, Arial, Title Case Capitalization, double-spaced
	locate under figure or table
	end with a period
	<b>Source material credited</b>
	use 'From' or 'Adapted from' or 'Created from'
	cite using modified split citation
	include source in reference list

Check	Elements to Include
	<b>Appendix or Appendices (if applicable)</b>
	<b>Referred to in document</b>
	(see Appendix A) or (see Appendix)
	<b>Placement</b>
	1 appendix per page
	place after reference page(s)
	<b>Format</b>
	labels and titles are centred and bolded (Level 1 headings)
	text is left aligned
	<b>Labelling</b>
	1 appendix: label Appendix
	2 or more appendices: label Appendix A, Appendix B, etc.