

## CREATING YOUR APPENDIX: THE BASICS

### Part 1: Order, language, and titles

<b>ORDER</b>	<p><b>Organize your appendices in the order in which you refer to them in the main text.</b></p> <p>a) If you have more than one appendix, each one must be labeled with a letter (A, B, C, etc.) <i>according to where it appears in the paper.</i></p> <p>(Do <u>not</u> put them in a 'logical' order and then try to insert mentions of them in the main text.)</p> <p>b) Here's the system:</p> <ul style="list-style-type: none"><li>a. The first appendix referred to in the this is Appendix A.</li><li>b. The second appendix referred to in the thesis is Appendix B . . .</li><li>c. If you have more than 26 appendices, start the alphabet over with AA, BB, CC, and so on.</li><li>d. If there is only one appendix, it is just called Appendix (no A, B, or C).</li></ul>
<b>LANGUAGE</b>	<p><b>The language of the thesis is English, so the appendices that contain material related to your research have to be in English, too.</b></p> <p>This is not to say, however, that you cannot/should not have appendices in Turkish. You can do both. Depending on the nature of the appendix, you can</p> <ul style="list-style-type: none"><li>a) Create a separate appendices for Turkish and English.</li><li>b) Gloss one of the languages, keeping both in the same Appendix. (See examples on page 2 of this document.)</li></ul>
<b>TITLES</b>	<ul style="list-style-type: none"><li>a) The title should reflect the content of the appendix. If a given appendix contains more than one table or more than one figure, they should all be related in some way.</li><li>b) 'Figures' (or 'Tables') is not a good title for an appendix. If there is no connection between the figures/tables in an appendix, that means you should have a separate appendix for each one.</li></ul>

## Part 2: Glossing Turkish content In an appendix

★ Note that in each case, the gloss is in parentheses (*like this*) and uses italics.

### Example 1 (*short text in a form to be completed*)

- Adınız-Soyadınız: \_\_\_\_\_  
(*First name, Last name*)
- E-posta adresiniz: \_\_\_\_\_  
(*Email address*)
- Doğum tarihiniz: \_\_\_\_\_  
(*Date of birth*)

### Example 2 (*if the translation fits on the same line as the original*)

Haftasonu ne yaptınız? (*What did you do at the weekend?*)

- a. Banka soydum. (*I robbed a bank.*)
- b. Sinemaya gittim. (*I went to the cinema.*)
- c. Anneannemi ziyaret ettim. (*I visited my grandmother.*)
- d. Ödevlerimi yaptım. (*I did my homework.*)

### Example 3 (*if the entire translation doesn't fit on the same line as the original*)

Ördeğin ayağı kuyruktan önce çitin üzerinden geçti.  
(*The feet of the duck went over the fence before the tail.*)