



Appendix Reference Formatting Best Practices Guide

Correct Format of Appendix Citation:

1. Appx123
 - a. Leading zeroes are acceptable, ex. Appx00123

Correct Format for Page Ranges:

1. Appx123-125
 - a. Non-compliant: Appx123-Appx125 ('Appx' should only be inserted at the beginning of a citation; this example does not point to a page range, but rather only page 123 and page 125)
 - b. Non-compliant: Appx123-25 (you must provide the complete page number)
2. Appx123-125, Appx127-128
 - a. Non-compliant: Appx123-125, 127-128 (you must have 'Appx' before the beginning of each page range entry).

Periods and Spaces in Your Citations Are Non-Compliant

1. Non-compliant: Appx.123, Appx 123, Appx. 123

When Using Commas, You Must Insert 'Appx' Before Each Page or Range

1. Appx123, Appx125
 - a. Non-compliant: Appx123, 125.

Sub-Organizational Indicators are Non-Compliant

1. Ex. Appx 123.4 is non-compliant
2. Ex. Appx123A, Appx123B are non-compliant

Images are Non-Compliant. The citation must be comprised of actual document text.

Addendum. A document that is included in both the addendum and appendix must have the same page numbering. For example, if in the appendix a judgment in question is numbered Appx7-10, it must also be numbered Appx7-10 in the addendum.