

### Rules of thumb for Annexes

- An annex should *stand on its own feet*. Add introductions and explanations to the annex to make the annex accessible to a reader.
- Only compose an annex when you have referred to it in the text. Or to put it another way: once you finish a report, check that all annexes have been referred to. Check that all annexes *are there*. This is obvious, but nevertheless this principle is often forgotten, in particular when you give an intermediary version to a tutor. Referring to an annex in the text, which the reader then searches for in vain, is very irritating.
- Give annexes a number *or* a letter (Annex A, Annex 1). Be consistent. Never mix the two!
- Preferably use the same layout for the annexes and the text. It increases the status of your whole report.
- Limit the number of annexes as much as possible.
- Number the pages of the annexes as ongoing pages of the regular text, so that the reader is able to find the specific annex quickly, and the annexes can be listed in your table of contents.