Footnotes are consecutively numbered superscripts which point readers to your citation. Create a footnote to cite any quote, paraphrase, or information taken from a source of any kind. Footnotes are used to:

- **Cite the exact source of every quotation used**
- Acknowledge the source of specific opinions or ideas (paraphrases)
- Validate facts that the reader may question
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“Endnotes” appear at the end of a document only, as in an online article, but otherwise are formatted like footnotes. In Word, go to Insert or References. Insert the identifying footnote number in your text, at the end of a quote, acknowledgment, or paraphrase; they must be in superscript and smaller font. Word will also open a footnote at the bottom of each page.

Some guidelines for footnotes:

1. The first time you cite a source, include the author, title, city, publisher, year, and page number.
   a. Author (full name (1st + last))
   b. Titles: Titles of books and journals are always italicized. Titles of artwork or short publications are italicized. In contrast, titles of articles, papers, lectures or chapter titles should appear in quotation marks in footnotes and in bib.
   c. If your source is an article, the title should be followed by the periodical name, vol., iss., date, page numbers as appropriate.
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   f. Words in title should be capitalized except for articles, coordinating conjunctions, “to” when it is part of an infinitive, and prepositions. Any word that begins or ends a title or subtitle should be capitalized.

2. When you cite the same source immediately, in the next footnote, use “Ibid” (Latin: in the same place) and specify page number if it is different. Ibid., 123.

3. When you cite the same source later in your essay: author’s last name, source, pg. # (no publication information). Jones, A New Day, 203. (Some teachers allow an even shorter format: Jones, 203.)

4. A few useful details:
   a. Four or more authors: “1st author, et al., title…” (In the case where there is no bibliography, it would be necessary to list all of the authors in the first note in which the source appeared).
   b. Editor, translator, or compiler instead of author: 1st + last name, trans./ed./comp., title, etc.
   c. Foot/Endnotes use paragraph style indents. The bibliography uses a hanging indent.

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All books and articles included in the footnotes of the text should be listed alphabetically in a bibliography by author/editor’s last name, or by title if no author is given. Sources consulted that are not specifically cited in the text, but relevant to the topic, can also be included in the bibliography.

Citations in the bibliography must include: name of author or editor, full title, publisher, place and date of publication, and volume number if necessary. In the bib, periods, not commas, are used in bibliographies to separate the author from the title and the title from the place and date of the publication. Page numbers must only be included if the text is a periodical. Entries in the bibliography are not to be numbered.

Though it is standard, a bibliography is not always required when footnotes are provided. If not, it is necessary to give full documentation of sources in the footnotes.
**Titles of Art Works:** can be *italicized*, underlined, or put into quotation marks. This also applies to titles of short publications as well as phrases from foreign languages (if they have not been incorporated into Standard English -- consult a dictionary when in doubt).

**Illustrations:** if you reference a specific art work, you must include a copy of the figure. This should be done on a separate page not numbered as part of the text. A “List of Illustrations” near the beginning of the paper should follow the order that figures are cited in the paper. Illustrations can also be labeled by putting the identifying text immediately under the illustration: i.e., Figure 1. Andrea Botticelli, *The Birth of Venus*, c. 1480.

### SAMPLES

**Your Text**

A Union soldier, Jacob Thomas, claimed to have seen Forrest order the killing, but when asked to describe the six-foot-two general, he called him “a little bit of a man.”

**Footnote: first time you cite a source.**

**Footnote: second time you cite a source, later in your paper but not immediately**
Wills, *A Battle from the Start*, 203.

**Bibliography Entry**


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**Book:** (for note entry, see above)


(In the note entry, when you have four or more authors, type out the first author’s name + “et al.”)

**Article:**


**Web Site:**

Include as much of the following information as is available: author, title of the site, sponsor of the site, the site's URL and date of publication or update. When no author is named, treat the sponsor as the author. It is not preferred to give the date you accessed the site unless the website has time-sensitive material.

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**See also:** Potsdam History Dept.: [http://www.potsdam.edu/academics/AAS/History/historycitationguide.cfm](http://www.potsdam.edu/academics/AAS/History/historycitationguide.cfm)


Purdue OWL Chicago Guide: [https://owl.english.purdue.edu/owl/resource/717/01/](https://owl.english.purdue.edu/owl/resource/717/01/)

Chicago Style official site: [www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

All citation styles, including a special section on Chicago style – Diana Hacker: [www.dianahacker.com/resdoc](http://www.dianahacker.com/resdoc)