How to Use Endnotes/Footnotes

1. **Footnotes and endnotes should be written in the form of traditional number symbols (1, 2, 3, 4).**

2. **Each citation should have a different number, regardless of whether you are using the same source multiple times.**

3. **Footnotes and endnotes should be inserted immediately *after* the period at the end of your sentence – NOT in the middle of a sentence! Additionally, they should be placed AFTER punctuation AND quotation marks. For example, "This is how you do it."[1]**

   a. "This is an example of what it should NOT look like.[2]"
   b. "This is another example of bad footnote use"[3].
   c. "I think you get the point[4]."

4. **Footnotes or endnotes should be incorporated in the paper after the following scenarios:**

   a. After using a direct quote from a text, person, or other resource.

   b. After including important specific information, ideas, or arguments obtained from another resource or text (i.e. statistics, factual information, author's interpretation of an event, etc.)

   c. As a general rule, it is better to over-cite than to under-cite and risk plagiarizing.

5. **Your quotations should be integrated smoothly into the flow of your text. They should not stand alone. The person responsible for the quotation should ALWAYS be identified.**
   a. GOOD: "Quotations should always be integrated smoothly into the flow of the text," wrote historian and grammar expert Melisa Shen, "or else your reader will be confused."
   b. b. GOOD: According to grammar expert Melisa Shen, "Quotations should always be integrated smoothly into the flow of the text."
   c. BAD: Students in Ms. Shen's history class seem to think that it is okay for quotes to stand alone. "What these people don't know is that it looks bad and is confusing for the reader."

6. **Subsequent Footnotes (after you cite a source for the first time)**
   a. **After you cite a source and write it out in your footnote in its entirety, you can use two methods to make citing subsequent references to the same source easier.**
   b. **One of those methods is Ibid. If you cite something from the same source and the same page two times in a row, your citation would look like this:**
      1. **Ibid.**
      ii. **If you cite something from the same source but a different page, your citation would look like this:**
      1. **Ibid., 45.**
   c. **If you then cite a different source, but then want to return to a source you already cited, all you have to do is put the author's last name, shortened title, and page number. In this case, your citation would look like this:**
      1. **Nash, The American People, 209**

1

2

3

4

7. **Format for endnotes and footnotes:**

   a. *For books, textbooks, other secondary sources:*
      i. Emma Lapsansky-Werner, et al., <u>United States History</u>, (Upper Saddle River, NJ: Pearson Press, 2010), p. _____.

   b. *For primary documents:*
      i. (If possible) First and Last name of author, <u>Title of document</u>, (City: publisher, year published), page number (if possible)

   c. *For websites:*
      i. First and Last name of author (if possible), "Title of article/webpage," *Title of the website*, Publisher of the site, Day/Month/Year of publication, Web, Day/Month/Year you accessed the article.

   d. *For handouts used in class:*
      i. Modern America, "Name of handout", (date of class if known).

   e. *For notes taken in class:*
      i. Modern America, "Lecture notes from (insert date here)", Ms. Shen, Lincoln-Sudbury Regional High School.

8. **How do you insert a footnote or endnote into the text of your paper?**

   a. *Microsoft Word:*
      i. Place the cursor at the end of the sentence (after the period) and go to "Insert" on the toolbar at the top of the screen.
      ii. In the drop down menu, select either "reference" or "footnote" (depending on your version of Word).
      iii. This will bring up a box - make sure "AutoNumber" is selected and that the numbers are in the traditional number form (i.e. 1, 2, 3, etc.)
      iv. Hit "OK" and a number should be magically inserted into the text where the cursor was. You will now be dropped down to the bottom of the page (or the end of the paper if you are using endnotes) where you will fill in the details for the source (author, etc.)

   b. *Pages:*
      i. Place the cursor at the end of the sentence (after the period) and go to "Insert" on the toolbar at the top of the screen.
      ii. In the drop down menu, select "Footnote"
      iii. This should magically insert a number in the text where the cursor was. You will now be dropped down to the bottom of the page (or the end of the paper if you are using endnotes) where you will fill in the details for the source (author, title, etc.)
      iv. The other option is to go to the documents panel of your Inspector. You can then select to either "Use Footnotes" or "Use Document Endnotes." This is where you can also change the numbering style if for some reason yours is set to Roman numerals.