

FOOTNOTES AND ENDNOTES

Footnotes and endnotes are a more traditional yet effective system for citing sources. The main difference between footnotes and endnotes is where the citations appear in the paper. Footnotes appear at the bottom of each page of text, while endnotes appear at the back of a paper. Otherwise, these methods are exactly the same.

A footnote and endnote has five main divisions: the author's name in normal order, followed by a comma; the title; the publication data in parenthesis; a page reference; and the medium of publication. Please carefully consider the following if using footnotes or endnotes in your paper:

1. Footnotes/endnotes are numbered and should be single spaced with a double space between citations.
2. The first line of a footnote/endnote should be indented five spaces and then subsequent lines should begin at the left margin.
3. After a full footnote/endnote is placed in the text in proper format, subsequent notes for the same source only need to give enough information to identify the work. The author's last name, followed by the relevant page numbers is usually enough. However, if two or more works by the same author are used in the paper or sources are authored by persons with the same last name, a shortened form of the title with a keyword, should follow the author's last name.
4. Traditionally, if two consecutive footnotes/endnotes were exactly the same, the second footnote would simply read **Ibid** followed by the page #. MLA no longer recommends using **Ibid**, instead they encourage students to the basic method for subsequent notes listed above in number 3.

Method for creating footnotes and endnotes in Microsoft Word:

1. Go to the end of the sentence where you want to cite information
2. Click on the "Reference" tab. This is found at the top of Microsoft Word.
3. Now, click on "Insert Footnote" or "Insert Endnote"
4. Type in the full citation the first time you use a source (i.e. *Author first and last name, Book Name (Where published: who published, when published.) page number.*)
5. The second time the same source is cited, you only have to state the author's last name and page number. (Johnson 23). If you are using two or more sources by the same author then you must use the author's last name and the first key word of the title, (Johnson. *Civil War.* 56).

6. Footnotes and endnotes also allow a student to include extra but useful information that helps explain a particular point but does not fit well into the prose of the paper.¹ Footnotes and endnotes could also direct the reader to view the appendices.

Footnote Form Guide for Print & Online Resources

Based upon:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: Modern Language Association of America, 1999. Print.

General Footnote Format Instructions

1. The footnote number (¹) is placed at the end of the sentence or quote you are citing.
2. The footnote number corresponds to the numbered citation at the bottom of the page.
3. Footnotes are numbered consecutively from the beginning of a paper.
4. Footnotes are listed on the bottom of each page under a solid line.
5. The first line of each footnote is indented approximately FIVE spaces from the left margin with the note number slightly raised above the line; the second and any succeeding lines begin at the LEFT margin.

An example of a footnote is:

A footnote is a reference, explanation or comment that is placed below printed text. It may also be a table or a chart.¹ It shows where the information came from.

The citation at the bottom of the page for this footnote would look like this:

¹ *Webster's Third New International Dictionary* (New York: Dutton Publishers, 1986) 93, Print.

Using Ibid

For footnote citations, the term *ibid.* is used when a citation is mentioned for the second time without any intervening entries. For example:

¹G. Wayne Miller, *King of Hearts: The True Story of the Maverick who Pioneered Open Heart Surgery* (New York: Times, 2000) 245-254, Print.

²*Ibid.* 246-247.

Using Abbreviated Footnotes

After a full footnote is placed in the text in proper format, subsequent notes for the same source only need to give enough information to identify the work. The author's last name, followed by the relevant page numbers is usually enough. However, if two or more works by the same author are used in the paper or sources are authored by persons with the same last name, a shortened form of the title with a keyword should follow the author's last name. For example:

¹Leslie Lampert, "Confessions of a Marriage Counselor," *Ladies Home Journal* 2 April 1997:66-72, *eLibrary*, Web, 20 February 2010 <<http://elibrary.com/s/edumack/>>.

²*The Times Atlas of the World*, 5th ed. (New York: New York, 1975) 95, Print.

³Lampert 71.

¹ See explanatory, commentary, and scholarly citations in the section on "Documentation . . . When?"

Footnote Templates for Print Sources

One Author:

¹Charles Adamson, *The Great Masters at Work* (New York: Dutton Publishers, 1993) 12-14, Print.

Two or more authors:

²William Billings and Daniel J. Cooper, *America and Its Investors, 2nd ed.* (Boston: Silver Press, 2002) 232-236, Print.

Editors or Translator

³Ellen Conroy Kenned, trans. *Lyrical and Critical Essays* (New York: Plenum Press, 1980) 23, Print.

Work in an Anthology

⁴M.H. Abrams, "English Romanticism: the Spirit of the Age," *Romanticism Reconsidered*, ed. Northrop Frye (New York: Columbia UP, 1963) 64, Print.

Specialized Reference Books

⁶Alice Duffy, "People of Newfoundland," *Peoples of the Earth*, vol. 5 (Danbury, CT: Grolier, 1992) 25-26, Print.

Magazine/Newspaper Articles

⁷John Fredericks, "The Realist in American Literature," *American Literature Magazine* 25 October 2000: 34, Print.

Footnote Templates for Internet Sources

Online Encyclopedias

⁹William A. Check, "Leprosy," *Grolier Multimedia Encyclopedia*, Vers. 2002, Grolier, Inc., Web, 20 February 2009 <<http://go.Grolier.com/>>.

Journal Article from LFHS Subscription Databases

¹⁰Leslie Lampert, "Confessions of a Marriage Counselor," *Ladies Home Journal* 2 April 1997:66, *eLibrary*, Web, 20 February 2002 <<http://elibrary.com/s/edumack/>>.

Newspaper/Magazine Article from LFHS Subscription Databases

¹¹Dane Hamilton, "Nanotechnology Finding Backers on Wall Street," *Chicago Tribune* 18 February 2002:Sec. Business, 2, *Newsbank*, Web, 20 February 2002 <<http://www.go.newsbank.com>>.

WWW Sites

¹²Richard Hamilton, "Gaea," *Greek Mythology.com*, PBS Education, 20 February 2002, Web, 20 December 2007<<http://www.greekmythology.com/>>.

Footnote Templates for Miscellaneous Sources

Interview

¹³Jeffrey Miller, Phone Interview, 12 October 2010.

Film

¹⁴*The Pacifier*, dir. Adam Shankman, perf. Vin Diesel, DVD, Disney, 2005.

Lecture

¹⁵Thomas Gigiano, "Class Lecture," Lake Forest High School, 10 February 2010, Lecture.

Primary Source

¹⁶Helen Keller, "Letter to John Hitz," 29 Aug. 1893, *The Alexander Graham Bell Family Papers, 1862-1939*, 29 September 2000, *American Memory*, Lib. of Congress, 29 September 2000, Web, 31 January 2010 <<http://memory.loc.gov/cgiin/ampage?collId=magbell&fileName=215/21500147/bellpage.db&recNum=0>>.

Photograph/Painting

¹⁷Pablo Picasso, *Girl Before a Mirror*, 1932, Museum of Modern Art, New York, Painting.

Footnote Templates for Print Sources

One Author:

¹First Name Last Name of Author, *Name of Book* (Publishing City: Publisher, Publication Date) Pages, Medium of Print.

Two or more authors:

²First Name Last Name of Author, and name of second author, *Name of Book* (Publishing City: Publisher, Publication Date) Pages, Medium of Print.

Editors or Translator

³ First Name Last Name of Editor/Translator, *Name of Book* (Publishing City: Publisher, Publication Date) Pages, Medium of Print.

Work in an Anthology

⁴First Name Last Name of Author, "Title of Article," *Name of Book*, First Name Last Name of Editor (Publishing City: Publisher, Publication Date) Pages, Medium of Print.

Specialized Reference Books

⁶First Name Last Name of Author, "Title of Article," *Name of Book*, volume # (Publishing City: Publisher, Publication Date) Pages, Medium of Print.

Magazine/Newspaper Articles

⁷First Name Last Name of Author, "Title of Article," *Name of Magazine/Newspaper* Day Month Year of Publication: Page #s, Medium of Publication.

Footnote Templates for Internet Sources

Online Encyclopedias

⁹ First Name Last Name of Author, "Title of Article," *Name of Encyclopedia*, Volume #, Publication Year, Publisher, Medium of Publication, Day Month Year of your Visit <URL>.

Journal Article from LFHS Subscription Databases

¹⁰ First Name Last Name of Author, "Title of Article," *Name of Journal* Day Month Year of Publication: page#s, *Name of Database*, Medium of Publication, Day Month Year of your Visit <URL>.

Newspaper/Magazine Article from LFHS Subscription Databases

¹¹ First Name Last Name of Author, "Title of Article," *Name of Magazine/Newspaper* Day Month Year of Publication: section/page #s, *Name of Database*, Medium of Publication, Day Month Year of your Visit <URL>.

WWW Sites

¹²First Name Last Name of Author, "Title of Article," *Name of Website*, Publisher of Website, Day Month Year of Publication, Medium of Publication, Day Month Year of your Visit <URL>.

Footnote Templates for Miscellaneous Sources

Interview

¹³First Name Last Name of the Person Interviewed, Type of Interview, Day Month Year of Interview.

Film

¹⁴ *Name of Film*, Director, Lead Performers, Medium of Publication, Publisher, Publication Date.

Lecture

¹⁵First Name Last Name of Teacher, "Title of Lecture," Location of Lecture, Day Month Year of Lecture, Medium of Publication.

Primary Source Online

¹⁶First Name Last Name of Author, "Title of Article," Day Month Year of Original Document, *Name of Book*, Day Month Year of Book Publication, *Name of Website*. Publisher of Website, Day Month Year of Website Publication, Medium of Publication, Day Month Year of your Visit <URL>.

Photograph/Painting

¹⁷First Name Last Name of Artist, *Name of Artistic Piece*, Publication Date, Current Location of Artistic Piece, Current City of Artistic Piece, Medium of Publication.