

FOOTNOTES

WHAT IS A FOOTNOTE?

A footnote is a statement outside the main body of a piece of writing that either gives credit for the source of information, or makes a comment on the subject that doesn't belong in the main paper. Most often, footnotes are used to give credit to the source of the information.

WHEN MUST A FOOTNOTE BE USED?

You must use a footnote when you quote information from any source. You must also use a footnote when you give information (even in your own words) that you could not be expected to know on your own. Any facts, figures, etc., that are not general knowledge must be footnoted.

HOW SHOULD A FOOTNOTE LOOK?

There are at least three ways to do footnotes. You should check with your instructor for each course to see if there is a form he/she prefers. Be consistent, whichever form you use.

- 1) TRADITIONAL. The footnote appears at the bottom of the page.
Stanley said that they had "divided about three-fourths of the Great Upper Congo forest for the sole purpose of murder and becoming heirs to a few hundred tusks of ivory." (subscript 12 goes here)

¹² Henry M. Stanley, In Darkest Africa, (New York, Charles Scribners Sons, 1890-), I, 238.

A raised number follows the quoted material in the text. At the bottom of the page, below a line that separates the note from the text, the number appears, followed by the author's name, the title of the book and the page. Some instructors wish the publisher and the date included in the footnote, others do not. You must ask.

- 2) MODIFIED TRADITIONALS – Endnotes.

These are done exactly the same way as the traditional footnotes, except that rather than appearing at the bottom of the page, the notes appear on a separate sheet at the end of the paper.

- 3) MODERN PUBLISHER'S FORM. In text notes.
Stanley said that they had "divided about three-fourths of the Great Upper Congo forest for the sole purpose of murder, and becoming heirs of a few hundred tusks of ivory." (Stanley, 1890, I, 238)

This is an abbreviated form beginning to be used a lot by publishers. After the quotation, the last name of the author is given. If there is more than one book or article written by that author, the date of publication is given and then the volume and page number. Other information is in the bibliography.