

Footnotes, Endnotes, and Bibliographies, Oh My!

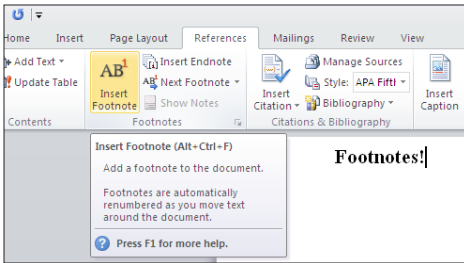
So you want to explore the strange new world of Chicago style. No more simple parentheses to hold your internal citations, now you need footnotes or endnotes. But how do you use those? And when? And should you use them together? This tutorial will go over everything you need to know about footnotes, endnotes, and bibliographies.

What you need to decide first is whether you are going to use footnotes or endnotes as your citation style. *You do not have to use both.* That said, if your teacher says to use both, then you do.¹ Footnotes are the small notations at the bottom of the page giving the citations or extra information for only that page. Endnotes, on the other hand, have all the citations and notes together at the end. The only difference between them really is their location. So how do you choose? For the most part, footnotes will suffice for an academic paper. But if your page starts looking like a sea of footnotes, endnotes may be preferable as it will avoid distracting the reader.² Regardless of which one you pick, you will still need a bibliography at the end.

¹Because the *Chicago Manual of Style* does not grade your paper.

²a.k.a. the person with the red pen.

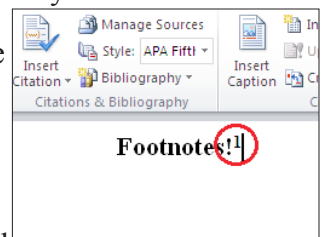
Footnotes: Terror of the Deep!³



Okay, it may seem confusing at first to work with footnotes, but once you get the hang of it, you'll do great. Use a footnote

wherever you would normally add an internal citation in APA or MLA or any extra information you want to include. Your full internal citation then goes in the section at the bottom of the page. Internal citations are different from the bibliography's reference, even though they look similar. Also, after a source is used once it doesn't have to have a full citation repeated. You can learn all about how and when to use each at the [Internal Citation](#) page. For specific examples see the [Chicago Style](#) section of our website.

Word makes it rather easy to insert footnotes and keeps track of them automatically.⁴ To make a footnote, choose the *References* tab and click *Insert Footnote*. Easy as that. Make sure your cursor is where you want the footnote to be, which is after the period at the end of a sentence unless you are using two sources in the same sentence. If your word

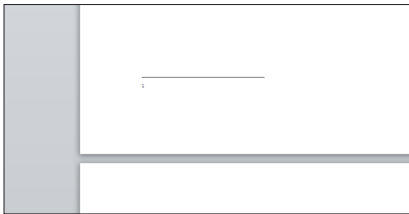


³Da dun, da da da dun, da da da da DUN!!!!!! They will eat your page from the bottom up!

⁴Use it! It saves you when you move it or add more. Word does the work for you.

processor **does not** have footnote capabilities, make the numbers superscript (Font → Superscript) to make the in-line footnote.

When you click *Insert Footnote*, then your cursor will be automatically dropped to the bottom of the page where a line and a superscript number have been added. This is where you type the citation. As you add more footnotes, they are automatically

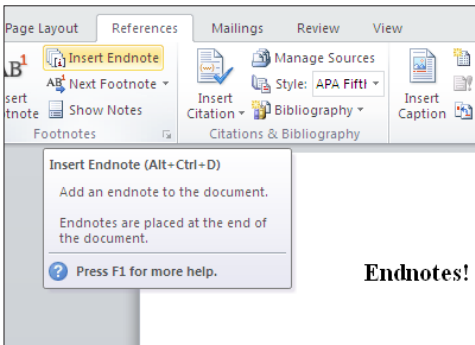


numbered and put on the correct page. Footnotes should have a .5” first line indent for each entry and are numbered continuously

throughout the paper.

Endnotes!¹

Endnotes have the same purpose as footnotes, which is



why you don't need to use them together in most cases.

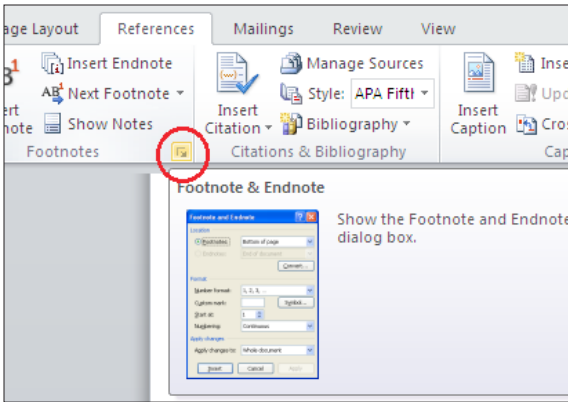
Use an endnote wherever you would normally add an internal citation in

APA or MLA or any extra information you want to include.² Your full internal citation then goes in the section at the end of the paper. Internal citations are different from the bibliography's reference, even though they look similar. Also, after a source is used once it doesn't have to have a

full citation repeated. You can learn all about how and when to use each at the [Internal Citation](#) page. For specific examples see the [Chicago Style](#) section of our website.

Like footnotes, Word makes it easy to insert and keep track of your endnotes. Under *References* click *Insert Endnote*. It will appear the same as footnotes at first with a superscript number where your cursor was and a line at the bottom of the document. Unlike footnotes, your endnotes will always remain at the end of the document.

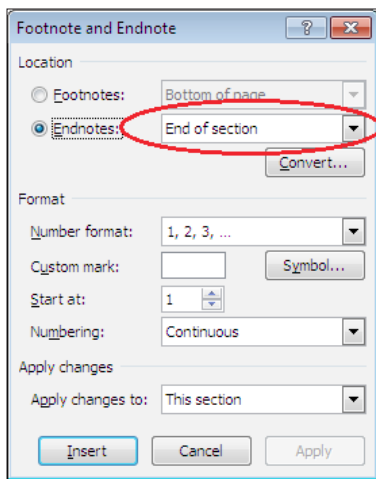
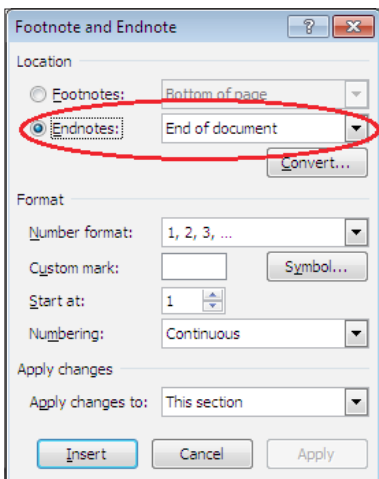
Now this is a problem, actually, because you still need



to have your bibliography at the end. So there's a bit more formatting you need to do to organize this correctly. First is in the endnotes

option area. Under this you can adjust settings to your endnotes and footnotes. For now, you're going to change the endnotes from being at the end of the whole document, to the end of the section.

There is a dropdown menu next to the word *Endnotes* at the top of the box. Use that to change to *End of section*.³



Now that you have the endnotes to finish at the end of a section, you need to make a section break at the end of the paper so that the next page, which will be your bibliography, doesn't have the endnotes following it. Under *Page Layout* choose *Breaks*. There are several different kinds of breaks listed here, but the one you want is called *Next Page*. This break will create a new page after where your cursor is placed. You should not be in the endnote section itself, but at the end of your main paper. If you've already set the endnotes to appear at the end of the section instead of the end of the document, then this should automatically make your endnotes stop before the new page instead of moving down onto it. And now you have a proper endnotes section for your Chicago style paper. The section should be titled *Notes*, centered above the first entry. You will have to manually move down the endnotes and type in the heading.

Notes

¹Making the reader turn the page every five lines.

²Including snarky commentary, though you should probably leave that out unless you have a very cool teacher.

³ If your endnotes are roman numerals instead of regular numbers, you can change it in this box, too. It is listed under the drop down menu next to *Number format*.

Bibliography: Just Another Way to Say “I Do Not Plagiarize”

If you’ve ever written a paper with sources, you already know how to set up a bibliography. Like MLA’s works cited page and APA’s references page, it is a full list of all your sources in alphabetical order. It should be double spaced with a hanging indent (first line with no indent, the rest with a .5” indent). If you don’t know how to format those things, check out [How to Use Word to Format a Paper](#). The biggest thing you need to remember is that how your sources are formatted in the bibliography is not the same as in the foot/endnotes. You **cannot** simply copy and paste them.