

Using Endnotes and Footnotes Professor Sara S. Gronim

Using endnotes and footnotes correctly is a skill useful to students in the Humanities. Disciplines like History, English, and Comparative Literature use either the endnote or the footnote format in citing sources for their work. Endnotes appear, as their name would suggest, at the end of the document, and footnotes appear at the foot of the page on which the paragraph to which they refer occurs. Each endnote or footnote contains all the citations that an author used for a specific paragraph. By contrast, the Social Sciences and the Natural Sciences often use a simpler format in which the author and page number simply appear in parenthesis at the end of the relevant sentence. [Like this: (Gronim, 1)] In this short essay I will explain how to use the endnote form correctly and review the Chicago style for citations.

Techniques for putting endnotes into your documents are straightforward. The simplest way is to do it mechanically. At the end of each paragraph in which you incorporate material for which you need to show your source, simply type an Arabic numeral after the final period of the last sentence. Type numerals at the end of subsequent paragraphs sequentially (1, 2, 3, etc.) Then type a separate page in which you list each numeral and type in your references. Alternatively, you can use the "Insert" function of a program like Microsoft Word. To do this, place your cursor on the space just after last period of the paragraph. Click on "Insert," choose "footnote," select "endnote" and "1, 2, 3 ..." from the choices offered in the options box, and select "OK" to place the endnote numeral where your cursor mark is. The program will then take you to the end of your document where it has placed the corresponding numeral and where you will type in your references. To return to typing your text, select "View" and "Footnote," and the program will take you back up into your document. Every time that you subsequently choose "Insert" and "footnote," your program will remember that you want an endnote using Arabic numerals and will keep them in sequence for you. This technique has the advantage of looking more professional and, because the program keeps track of the sequence, avoiding errors in numbering.¹

Most Humanities disciplines use the Chicago style for citations, also known as the Turabian style. Generally, citations list the author first, followed by the title, information about the publication, and the page or pages on which you found your information or quotation. These items are separated by commas. You need to recognize that different sorts of materials (books, articles, short pieces found in an edited collection, newspaper articles, etc.) each have details peculiar to themselves. Here are examples of some of the most common sorts of items cited by students in formal papers:

A book: First and last name of author, title in italics or underlined, publication data in parenthesis, page number (example: Sheila Fitzpatrick, *The Russian Revolution*, 2nd edition (Oxford: Oxford University Press, 1994), p. 33.)

An article in a journal: First and last name of author, article title in quotation marks, title of journal in italics or underlined, volume number and date of publication, page number (example: Nick Callather, "Damming Afghanistan: Modernization in a Buffer State, *Journal of American History*, 89 (2002): 513.

A short piece in an edited collection: First and last name of author (if given), title of the short piece in quotation marks, the word "in," then first and last name of author of the collection, the title of the collection in italics or underlined, publication information in parentheses, and page number (example: "A Puritan Prescription for Marital Concord, 1712," in James J. Lorence, *Enduring Voices: Document Sets to Accompany The Enduring Vision* (Boston: Houghton Mifflin, 2000), p. 69-70)

Note that even though there are obviously variations in the style depending upon the type of document, the sequence of author/title/publication information/page number is consistent. Importantly, each endnote contains all of the references used in a single paragraph. The sequence of references in the endnote should follow the order in which you used them in the paragraph. Separate each distinct reference by simply using a semicolon.²

If you forget the punctuation and capitalization criteria, you can easily find them in a number of places. You can find guidelines to using the Chicago style for endnotes in widely available guides to writing papers. You can also find them on many web pages hosted by academic departments. Just type "Chicago style" or "Turabian" into a browser like Google and you will surely come up with a number of web pages from which to choose.³

Using endnotes or footnotes is not complicated, but it does require attention to detail. However, the result is a paper in which you have meticulously documented your sources. Your work looks reliable and intellectually polished. Such skills will stand you in good stead in other courses, in postgraduate school, and in many areas of work in which you produce written work.

¹ Dan Gookin and Rich Tennant, *Word 2002 for Dummies* (New York: John Wiley & Sons, 2002); Bill Camarda, et al, *Using Word 2002* (Indianapolis: Que Publishing, 2002).

² John Grossman, *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 14th ed. (Chicago: University of Chicago Press, 1993); Richard Marius, *A Short Guide to Writing About History*, 3rd ed. (New York: Longman, 1999), p. 136-145.

³ Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 5th ed. (Chicago: University of Chicago Press, 1987); <http://www.wisc.edu/writing/Handbook/DocChicago.html> (accessed 09/29/02); <http://www.liu.edu/cwis/swp/library/workshop.citchi.htm> (accessed 09/29/02).