NOTES-BIBLIOGRAPHY CITATIONS

OVERVIEW

Notes-Bibliography style includes footnotes, shortened footnotes, and bibliography entries. The first time a source is cited, write the full footnote. Any additional time the same source is cited, use the shortened footnote.

Footnotes should begin with the arabic numeral 1 and continue in succession throughout the essay. Do not restart each page or each section of the essay with footnote 1.

Each footnote receives its own unique number. Do not include two or more numbers to indicate multiple sources; rather, place one footnote at the end of the sentence and separate additional citations with semicolons. Any footnote that appears in the text should have a complementary bibliography entry.

To insert a footnote:

- Place cursor at the end of the sentence containing quoted or paraphrased information
- Open the “references” tab
- Select “insert footnotes”
- (Optional): if you’re working with an older version of Word, the software will format footnotes in Chicago 16th edition. This format will insert a superscripted footnote at the bottom of the page. To make the footnotes 17th edition, change the superscript “1” at the bottom of the page to a regular-sized one. (Under “home” tab, in the “font” section, unselect the superscript option.)

ORDER OF INFORMATION

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<th>Title</th>
<th>Place of publication</th>
<th>Publisher</th>
<th>Date Published</th>
<th>page(s) referenced</th>
<th>URL/DOI (if accessed online)</th>
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CITATIONS UNPACKED

BOOK

Author Title of Book

Scott, Steven D. The Gamefulness of American Postmodernism: John Barth and Louise

Place published Publisher Date published


ARTICLE

Author Title of Article Title of Journal


Vol. no. Date Page range DOI


WEBSITE

Author Title of Webpage Title of Website Date published URL


BOOK

Footnote/Bibliography Entry Checklist

- Author
- Title
- Place of publication
- Publisher
- Date published
- URL/DOI (if accessed online)

Shortened Footnote Checklist

- Author’s last name
- Title of book (can be shortened)
- Pages referenced (if applicable).

Footnote


Shortened Footnote

Franklin, Shirley Jackson, 433.

Bibliography Entry


ARTICLE

Footnote/Bibliography Entry Checklist

- Author
- Title of article
- Title of journal
- Volume number
- Issue number

Footnote

| DATE PUBLISHED | 309-331.  

**Shortened Footnote**

**Bibliography Entry**

### WEBSITE

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**Shortened Footnote Checklist**
- Author’s last name
- Title of the webpage

**Shortened Footnote Checklist**
- Author’s last name
- Title of article (can be shortened)
- Pages referenced (if applicable).