

# FOOTNOTES/ENDNOTES

**Footnotes are used to give credit to the source from which you got a particular piece of information. Statistics and other numerical information are usually footnoted. Quotations must always be footnoted.**

**Endnotes appear at the end of your paper, immediately following your conclusion. Some word processors automatically put footnotes at the bottom of the page. This is also fine.**

## PROPER FORM FOR FOOTNOTES

**BOOKS--** Joseph Heller, *Catch-22* (New York: Dell Publishing Co., 1970), p. 127.

**MAGAZINES--** Michael Smolen, "Choosing a Turntable," *Stereo Review* (January 1987), p. 88.

**ENCYCLOPEDIAS--** "Sitting Bull," *The Encyclopedia Americana*, XXV (1962), p. 48.

**NEWSPAPERS--** Robert A. Smythe, "Four Million Reside in Mobile Homes," *New York Times*, October 21, 1962, p. 3.

**WEB SITES--** Terry Young, "Welcome to Kittredge School," [<http://www.kittredge.org>], June 2003.

## WHEN REPEATING A SOURCE ALREADY MENTIONED:

When citing the same source *twice in a row* it is not necessary to write out the entire footnote again. Use the following form instead:

Ibid., p. 65. (comes from the Latin, *ibidem*, "in the same place")

When citing a source already cited, but a footnote from another source has intervened, use the following form:

Smythe, *op. cit.*, p. 3. (comes from the Latin for "in the work cited")

↑  
(*author's name*)