FOOTNOTES

Footnotes are notes placed at the bottom of a page. They cite references or comment on a designated part of the text above it. For example, say you want to add an interesting comment or quotation to a sentence you have written, but the comment or quotation is not directly related to the argument of your paragraph. In this case, you could add the symbol for a footnote. Then, at the bottom of the page you could reprint the symbol and insert your comment. Here is an example:

This is an illustration of a footnote.1 The number “1” at the end of the previous sentence corresponds with the note below.

➢ 1 At the bottom of the page you can insert your comments about the sentence preceding the footnote.

When your reader comes across the footnote in the main text of your paper, he or she could look down at your comments right away, or else continue reading the paragraph and read your comments at the end. Because this makes it convenient for your reader, most citation styles require that you use either footnotes or endnotes in your paper. Some, however, allow you to make parenthetical references (author, date) in the body of your work. See our section on citation styles for more information.

Footnotes are not just for interesting comments, however. Sometimes they simply refer to relevant sources – they let your reader know where certain material came from, or where they can look for other sources on the subject. To decide whether you should cite your sources in footnotes or in the body of your paper, you should ask your instructor or see our section on citation styles.

Whenever possible, put the footnote at the end of a sentence, immediately following the period or whatever punctuation mark completes that sentence. Skip two spaces after the footnote before you begin the next sentence. If you must include the footnote in the middle of a sentence for the sake of clarity, or because the sentence has more than one footnote (try to avoid this!), try to put it at the end of the most relevant phrase, after a comma or other punctuation mark. Otherwise, put it
right at the end of the most relevant word. If the footnote is not at the end of a sentence, skip only one space after it.

Footnotes should:

➢ Include the pages on which the cited information is found so that readers easily find the source.
➢ Match with a superscript number (example: 1) at the end of the sentence referencing the source.
➢ Begin with 1 and continue numerically throughout the paper. Do not start the order over on each page.

Sometimes you may not be able to find all of the information generally included in a citation. This is common for online material and older sources. If this happens, just use the information you have to form the citation.

➢ No author: Use the title in the author’s position.
➢ No date of publication: “n.d.” (no date) can be used as a placeholder.
➢ You may use “n.p.” to indicate no publisher, no place of publication, or no page.

In the text:

Throughout the first half of the novel, Strether has grown increasingly open and at ease in Europe; this quotation demonstrates openness and ease.¹

In the footnote:


ENDNOTES

An "endnote" is a reference, explanation, or comment placed at the end of an article, research paper, chapter, or book. Like footnotes (which are used in this article), endnotes serve two main purposes in a research paper: (1) They acknowledge the source of a quotation, paraphrase, or summary; and (2) They provide explanatory comments that would interrupt the flow of the main text.
An endnote is source citation that refers the readers to a specific place at the end of the paper where they can find out the source of the information or words quoted or mentioned in the paper.

When using endnotes, your quoted or paraphrased sentence or summarized material is followed by a superscript number.

**Numbering endnotes and footnotes in the document body (MLA style)**

Endnotes and footnotes in MLA format are indicated in-text by superscript Arabic numbers after the punctuation of the phrase or clause to which the note refers:

Some have argued that such an investigation would be fruitless.\(^6\)

Scholars have argued for years that this claim has no basis,\(^7\) so we would do well to ignore it.

Note that when a long dash appears in the text, the footnote/endnote number appears before the dash:

For years, scholars have failed to address this point\(^8\) — a fact that suggests their cowardice more than their carelessness.

**Do not** use asterisks (*), angle brackets (>), or other symbols for note references. The list of endnotes and footnotes (either of which, for papers submitted for publication, should be listed on a separate page, as indicated below) should correspond to the note references in the text.

**Difference between Footnotes and Endnotes**

The only real difference is placement -- footnotes appear at the bottom of the relevant page, while endnotes all appear at the end of your document. If you want your reader to read your notes right away, footnotes are more likely to get your reader's attention. Endnotes, on the other hand, are less intrusive and will not interrupt the flow of your paper.
Footnotes

➢ Footnotes are shorter, as author and other information may be included in the text already.
➢ Extensive footnotes detract the reader from the text.
➢ Footnotes may cause formatting issues with your paper.

Endnotes

➢ Endnotes can be distracting to the reader if they have to flip to the back of the book each time.
➢ List endnotes at the end of your research paper but before the bibliography.
➢ Pages are easier to read when the notes are placed at the end of the paper.

Footnote Entry Example:


Bibliography Entry Example: