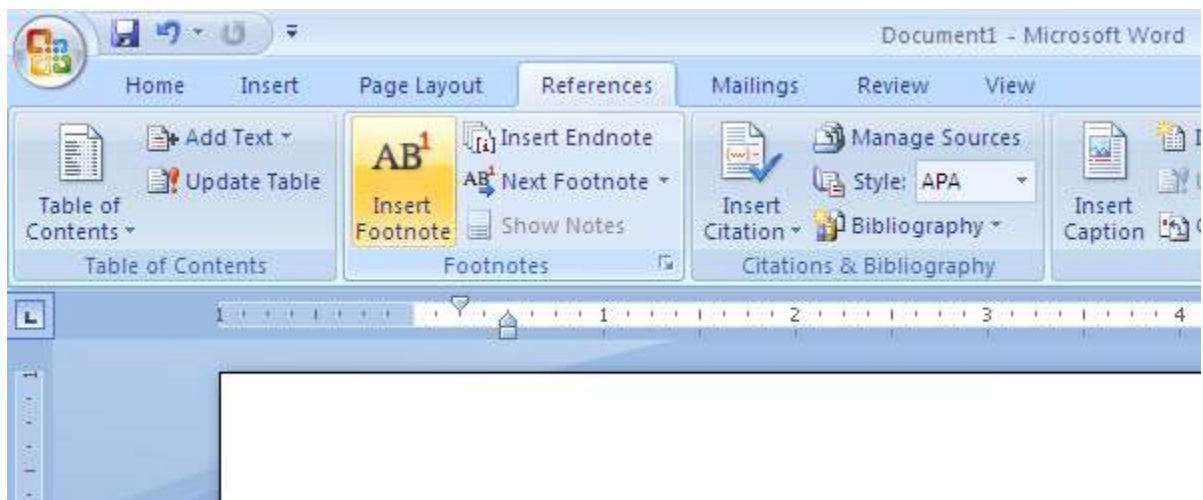# Basic Footnote Guide

1. Add a footnote to your essay to cite all quotes and paraphrased material. Do this to give credit to your sources and to make it easy for your reader to find the source that you are citing.

2. Insert the footnote at the end of the sentence with the paraphrased or quoted material. For example, a sentence with a "quoted sentence" in it would have the footnoted inserted at the end like this.[1] (Note the superscript 1 and the footnote at the bottom of this page.)

3. To add a footnote, go to the "References" tab in Microsoft Word and press the "Insert Footnote" button. In older versions of word, look in the "Insert" menu. Word will automatically add the superscript 1 and will add the footnote to the bottom of the page. All numbering and footnoting will happen automatically, even if you delete a footnote or copy and paste a footnoted section into a different part of the essay. This part is quite easy.

4. The first footnote should include all the bibliographical information for the source you are using. See http://www.library.csi.cuny.edu/dept/history/lavender/footnote.html or http://www.chicagomanualofstyle.org/tools_citationguide.html for information on what to include and how to format it. For example, the first footnote for *What They Fought For* should look like this if I took a quote from page 11:

James M. McPherson, *What They Fought For: 1861-1865* (New York: Anchor Books, 1994), 11.

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[1] Your footnote will appear here.

5. You only need to provide all of that information once. Use a short form for subsequent footnotes. You can either use "Ibid" which literally means "same as the above." Or, if the preceding footnote is for another source, you would want to use the author's last name. For example:

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[1] James M. McPherson, *What They Fought For: 1861-1865* (New York: Anchor Books, 1994), 11.

[2] Ibid., 13.

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[1] James M. McPherson, *What They Fought For: 1861-1865* (New York: Anchor Books, 1994), 11.

[2] Eric Foner, *Give Me Liberty: An American History*, Volume One, Second Seagull Edition (New York: W.W. Norton, 2009), 52.

[3] McPherson, 13.

In the second example, "Ibid" wouldn't work for the third footnote, because it would point back to Foner's book. (It'd be fine if I was citing something from Foner's book, of course.) I suggest you note the source and page number in the footnote area as you write the essay. Put the footnotes into the proper format after you're done editing the essay. That will help prevent errors. If you put "Ibid" into the footnotes and then delete a section, you might end up having the note point to the wrong source. That's why it's best to format them at then end.