What is a Footnote?

- A footnote appears at the bottom of the page and provides sources, extra details, or explanations. A **superscript number** in the text points to the corresponding note.

  - The **first citation** of a source includes the full citation.

  - Later citations of the same source use a shortened version.

  - Footnotes are numbered sequentially throughout the document, even when citing the same source again; only the note's content changes. (Your first footnote is 1.)

How to Create a Footnote in Microsoft Word

- Place the cursor where the superscript should appear at the end of the sentence.

- Go to **References → Insert Footnote** and type your note.

Sentence Example:

Many critics argue that contemporary novels explore identity through movement across cultures.[1]

Footnote:

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

What is a Bibliography Page?

A bibliography page is a separate page at the end of your paper that lists all sources cited.

- Entries are **alphabetized by author's last name**.

- No superscript numbers are used.

Example:

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Chicago Style 17th Edition - Social Media Texts

Full Footnote Format: Author's First Name Last Name (Username), "First 160 Characters of the Post," Social Media Platform, Month Day, Year, URL.

Example:

1. Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, https://www.facebook.com/ChicagoManual/posts/10152906193679151.

Sentence with Footnote Example:

The Chicago Manual of Style has discussed the singular "they" on social media.[1]

Footnote

1. Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, https://www.facebook.com/ChicagoManual/posts/10152906193679151.

Shortened Footnote Format: Author's Last Name (or Organization), first few words of the post, Date.

Example

2. Chicago Manual of Style, "Is the world ready for singular they?," Facebook, April 17, 2015.

Bibliography Format: Author's Last Name, First Name (Username). "First 160 Characters of the Post." Social Media Platform. Date. URL.

Example

Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. https://www.facebook.com/ChicagoManual/posts/10152906193679151.

Chicago Style 17th Edition - Blogs

Full Footnote Format: Author's First Name Last Name or Username, "Title of Blog Entry," *Title of Blog*, Date, URL.

Example:

1. J. Robert Lennon, "How Do You Revise?," *Ward Six*, September 16, 2010,
   http://wardsix.blogspot.com/2010/09/how-do-you-revise.html.

Sentence with Footnote Example:

When revising a story, it's often helpful to step away for a day or two before looking at it again.[1]

Footnote:

1. J. Robert Lennon, "How Do You Revise?," *Ward Six*, September 16, 2010,
   http://wardsix.blogspot.com/2010/09/how-do-you-revise.html

Shortened Footnote Format: Author's Last Name, Shortened Blog Title, Date

Example:

2. Lennon, "How Do You Revise?," September 16, 2010.

Bibliography Format: Last Name, First Name or Username. "Title of Blog Entry." *Title of Blog*. Date. URL.

Example:

Lennon, J. Robert. "How Do You Revise?" *Ward Six*. September 16, 2010.
   http://wardsix.blogspot.com/2010/09/how-do-you-revise.html

Chicago Style 17th Edition - Personal Communication

Full Footnote Format: Sender's First Name Last Name, type of communication (e.g., email, text message, personal interview), Date.

Example:

1. Sam Gomez, Facebook message to author, August 1, 2017.

Sentence with Footnote Example:

According to a Facebook message from Sam Gomez, the project deadline was extended by two weeks.[1]

Footnote:

1. Sam Gomez, Facebook message to author, August 1, 2017.

Shortened Footnote Format: Sender's Last Name, Brief Identifier, Date.

Example:

2. Doe, email, January 15, 2023.

Bibliography Format: Last Name, First Name of Sender. Type of communication. Date.

Example:

3. Doe, John. Email. January 15, 2023.

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Chicago Style 17th Edition - Social Media

Social Media Texts

Full Footnote Format: Author's First Name Last Name (Username), "First 160 Characters of the Post," Social Media Platform, Month Day, Year, URL.

Shortened Footnote Format: Author's Last Name (or Organization), first few words of the post, Date.

Bibliography Format: Author's Last Name, First Name (Username). "First 160 Characters of the Post." Social Media Platform. Date. URL.

Blogs

Full Footnote Format: Author's First Name Last Name or Username, "Title of Blog Entry," *Title of Blog*, Date, URL.

Shortened Footnote Format: Author's Last Name, Shortened Blog Title, Date

Bibliography Format: Last Name, First Name or Username. "Title of Blog Entry." *Title of Blog*. Date. URL.

Personal Communication

Full Footnote Format: Sender's First Name Last Name, type of communication (e.g., email, text message, personal interview), Date.

Shortened Footnote Format: Sender's Last Name, Brief Identifier, Date.

Bibliography Format: Last Name, First Name of Sender. Type of communication. Date.

APSU Writing Center

Bibliography

Chicago Style Citation: "Chicago-Style Citation Quick Guide." The Chicago Manual of Style Online.

  https://www.chicagomanualofstyle.org/tools_citationguide/citation-

  guide-1.html#cg-website

"Purdue Online Writing Lab."General model for Citing Web Sources in Chicago Style".

  https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_

  formatting_and_style_guide/web_sources.html