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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.



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Full Footnote Format: Author First Name Last Name, "Thesis/Dissertation Title" (Thesis Type, University/Institution, Year), page number(s), URL.

Example:

1. Cynthia Lillian Rutz, "King Lear and Its Folktale Analogues" (PhD diss., University of Chicago, 2013), 99–100.

Sentence with Footnote Example:

Rutz explores folktale analogues in King Lear in depth.¹

Footnote

1. Cynthia Lillian Rutz, "King Lear and Its Folktale Analogues" (PhD diss., University of Chicago, 2013), 99–100.

Shortened Footnote Format: Author Last Name, "Thesis/Dissertation Title," page number.

Example:

3. Rutz, "King Lear," 158.

Bibliography Format: Author Last Name, First Name. "Title of Thesis or Dissertation." PhD diss. or Master's thesis, Name of University, Year.

Example:

Johnson, Emily. "The Effects of Social Media on Mental Health: A Study of Young Adults." Master's thesis, University of California, Berkeley, 2020.



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Thesis

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Bibliography Format: Author Last Name, First Name. "Title of Thesis." Master's thesis, Name of University, Year.

Dissertation

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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 Thesis or Dissertation in Chicago Style".

https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/web_sources.html