Preparing Your Footnotes or Endnotes:

- Ask your professor if you need help deciding whether to use footnotes or endnotes. Footnotes appear at the bottom of the page, while endnotes are collected in a list at the end of the paper (sections 14.38 to 14.43).
- Footnote or endnote references in text are typed as superscript numbers (section 14.9).
- Numbers should run consecutively (section 14.20).
- Ask your professor if shortened citations are permissible when a full bibliography is provided. A shortened citation includes the last name of the author, main title of the work cited, and the page number (sections 14.24 to 14.28).
- The abbreviation ibid. is used to refer to the same page in a single work cited in the note immediately preceding. The abbreviation ibid. is followed by a comma and the page number(s) to refer to different pages in a single work cited in the note immediately preceding.

Preparing Your Bibliography:

- A full bibliography includes all works cited or consulted (sections 14.59).
- Entries are arranged alphabetically by last name of author and are not numbered (section 14.60).

BOOK—Single Author (section 14.75)

Footnote or Endnote (long form):


Footnote or Endnote (shortened citation):


Bibliography:


BOOK—Ereader edition (section 14.166: Note the importance of indicating chapters and sections when pagination is unstable)

Footnote or Endnote (long form):


Footnote or Endnote (shortened citation):

1Bristow, *American Pandemic*, chap. 4, “Nurses.”

Bibliography:


BOOK—Electronic, consulted online (section 14.167: Note the importance of indicating chapters and sections if the pagination is unstable; if pagination is stable, use page numbers instead.)

Footnote or Endnote (long form):


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Bibliography:


CHAPTER or Essay from an Edited Book (section 14.112)

Footnote or Endnote (long form):


Footnote or Endnote (shortened citation):


Bibliography:


Footnote or Endnote for:

Unsigned encyclopedia or dictionary entry:

Online signed encyclopedia article:

ARTICLE from Scholarly Journal—(Sections 14.175 to 14.198: include DOI or URL when accessed online)

Footnote or Endnote (long form):

Footnote or Endnote (shortened citation):

Bibliography:

ARTICLE from Popular Magazine (sections 14.199 to 14.202: include DOI or URL instead of page number when accessed online)

Footnote or Endnote (example #1: print):

Footnote or Endnote (example #2: online):

Bibliography (print):

Bibliography (online):

ARTICLE from Newspaper—(sections 14.203 to 14.213: include DOI or URL when accessed online)

Footnote or Endnote (long form; accessed online):

Bibliography

BOOK REVIEW (sections 14.215; include DOI or URL when accessed online)

Footnote or Endnote:

Bibliography

WEBPAGE or Website (sections 14.243 to 14.246)

Footnote or Endnote:

Bibliography