



Huron High School Library

Using Footnotes

rev. Jan. 11, 2018

DISCUSSION: Why would you need to include footnotes in your writing? What's another option?

What is a footnote?

A footnote provides *additional information* about the text it refers to. In academic writing it should include a citation (a reference to published work) for a quote or piece of information from another source used in the text. In-text citations can be used instead of footnotes.

Footnote guidelines:

The 8th edition of the MLA Handbook does not specify how to format footnotes. See the [Purdue Owl](#) for additional guidance on this topic and follow your instructor's preferences:

- Using "Insert-->Footnote" in Google Docs, indicate footnotes in-text by superscript numbers after the punctuation of the phrase or sentence to which the note refers. When a long dash appears mid sentence in the text, the footnote number appears *before* the dash.
- Each reference gets a new, sequential number.
- Footnotes appear at the bottom of each individual page that contains the corresponding number.
- Copy the text from your Works Cited page, but include the *individual page* the quote or information came from within the source.
- If you are repeating a source, include the author's last name, eg. Van Appledorn, p. 556
- If you have multiple sources from the same author, include the author's last name AND the title of their source, eg. Van Appledorn, *The Greatest Things About World History*, p. 623
- If you have two authors with the same last name, include each author's first name for repeat footnotes, e.g. Van Appledorn, Amy, p. 837
- Use single spacing and 10 pt. font for each footnote.

Here is an example of what footnotes look like in a paragraph:

Blah blah blah, blah, blah blah, and Swain notes, "Blah blah blah."¹ Gaar disagrees, arguing, "Blah, blah blah."² Both authors agree that there are three main issues, but Swain thinks number two is most important.³ Gaar, on the other hand, thinks that blah blah blah.⁴ It is possible that neither author is correct, although Swain raises an interesting point, saying, "Blah, blah, blah."⁵

DISCUSSION: What are the "thought" words in the above paragraph that identify where a footnote should be inserted?

Here is the corresponding Works Cited list:

Works Cited

Gaar, Gillian G. *She's a Rebel: The History of Women in Rock & Roll*. Seal Press, 1992.

Swain, Joseph P. *The Broadway Musical: A Critical and Musical Survey*. Oxford University Press, 1990.

¹ Swain, Joseph P. *The Broadway Musical: A Critical and Musical Survey*. Oxford University Press, 1990, p. 136. [**<--- the first time you quote or paraphrase from Swain**]

² Gaar, Gillian G. *She's a Rebel: The History of Women in Rock & Roll*. Seal Press, 1992, p. 101. [**<--- the first time you quote or paraphrase from Gaar**]

³ Swain, p. 153. [**<--- the second time you cite Swain's book**]

⁴ Gaar, p. 106. [**<--- the second time you cite Gaar's book**]

⁵ Swain, p. 187. [**<--- the third time you cite Swain's book**]