



Insert Footnotes, Endnotes or Parenthetical Citations Using Microsoft Word

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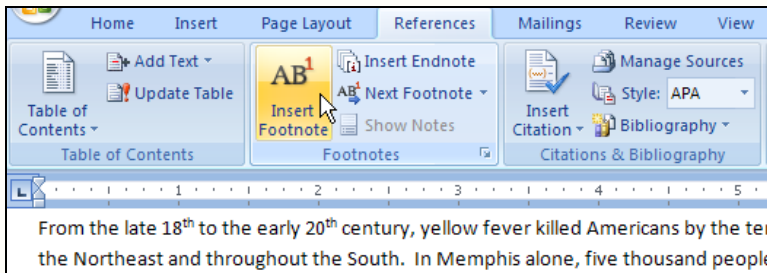
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Footnotes & Endnotes

To insert footnotes or endnotes in Microsoft Word, place your cursor in the text where you want to footnote or endnote to appear.

Select the **References** tab in the Office Ribbon and click **Insert Footnote** (illustrated below) or **Insert Endnote**.



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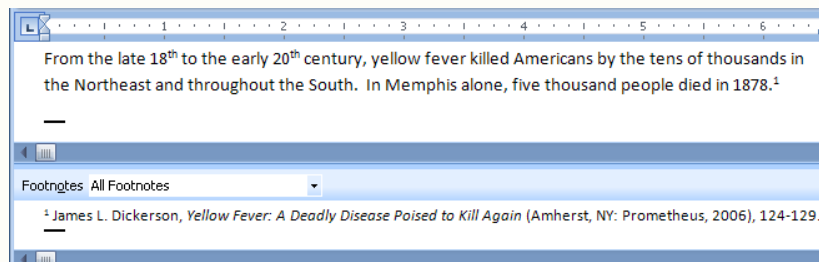
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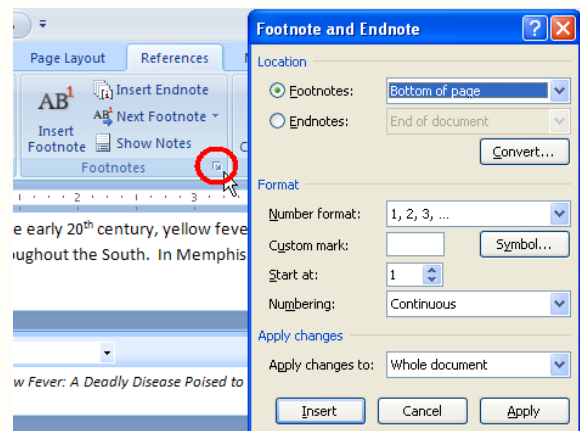
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The appropriate note number will be inserted in your text and you'll be taken to the bottom of the current page (footnote) or the bottom of the document (endnote) to enter your citation information.



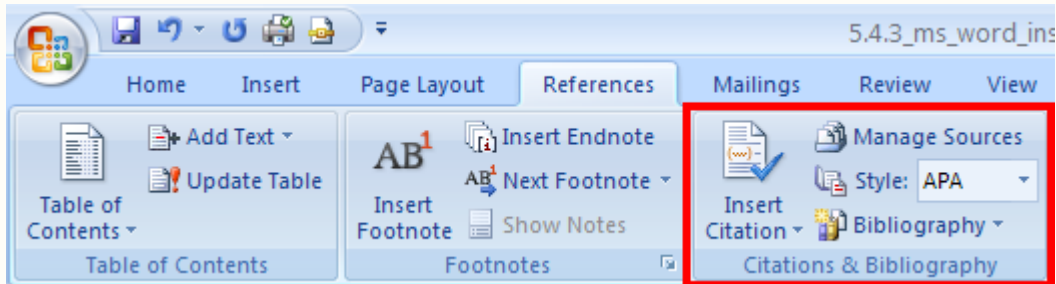
If the number format is incorrect or if you want to change the starting number for your footnote or endnote, click the expand box in the Footnotes section of the References tab of the Ribbon to open the Footnote and Endnote window where you can change those options.



Parenthetical Citations

Word 2007 includes a utility for managing your research sources and to insert parenthetical citations and create bibliographies.

Look for the Citations & Bibliography section under the References tab of the Ribbon:



Start with **Manage Sources** to enter the books, articles, book chapters, website, etc., that you'll be citing in your paper. Here's an example of a book source:

Edit Source

Type of Source: Book

Bibliography Fields for MLA

Author: Williford, Paul S. [Edit]

Corporate Author

Title: The Whiteball Subculture at Rhodes College in the 1970s

Year: 1982

City: Memphis, TN

Publisher: Possum Press

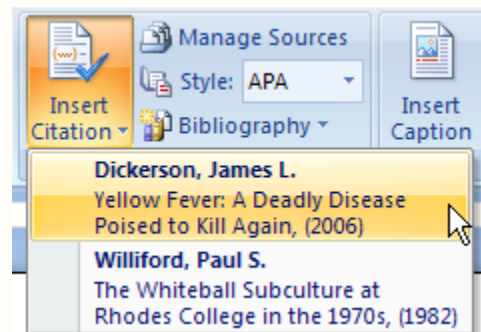
Show All Bibliography Fields

Tag name: Wil82

[OK] [Cancel]

Once you've entered your sources, you can insert parenthetical citations in your paper. Put your cursor at the location in your document where you want the citation to appear. Be sure you select the **Style** for your reference (APA, Chicago, MLA, Turabian, etc.) from the droplist, then select **Insert Citation** and choose the source you wish to cite.

Once you've completed your paper, you can click on the **Bibliography** drop arrow to create a Bibliography or a Works Cited list.



Bibliography

Dickerson, J. L. (2006). *Yellow Fever: A Deadly Disease Poised to Kill Again*. Amherst, NY: Prometheus.

Williford, P. S. (1982). *The Whiteball Subculture at Rhodes College in the 1970s*. Memphis, TN: Possum Press.