



# NoodleTools

## Footnotes and Microsoft Word

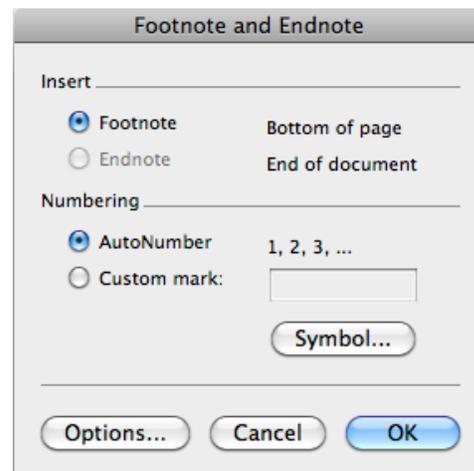
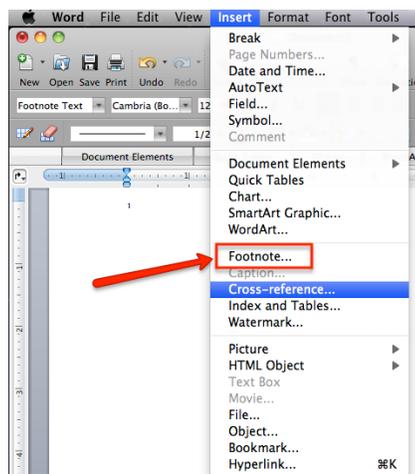
The primary function of a footnote is to inform the reader of the specific place within a work where a writer has cited text or extracted ideas from an outside source. Footnotes allow a person to read a paper without having to go to the end of the paper to locate the bibliographic citations for the materials the author refers to on the page.

A footnote is designated with a number, inserted within the text after the punctuation, which corresponds to a number at the bottom of the page. The footnote is indented five spaces and contains the citation of the source including page numbers.

It depends on which version of Microsoft Word you are using to insert a footnote. Here are two examples from Mac 2012 Word and PC 2016 Word.

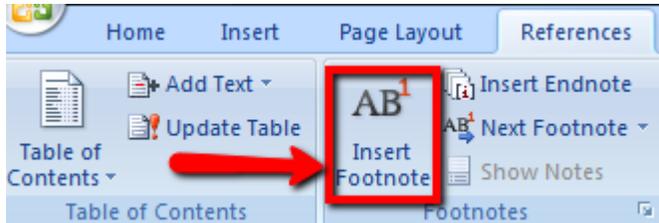
### Mac

- Click on the Insert dropdown menu and select **Footnote**.
- This will open a pop-up window. The default will insert Footnote and AutoNumber. **Click OK.**



## PC

- Click on the Reference tab.
- Click **AB<sup>1</sup> Insert Footnote**.



## Rules and Formating Footnotes

- Footnote font size is 10 point. The text of the paper is 12 point.
- In the text, the footnote is after all punctuation.
- The first line of a footnote is tabbed in (5 spaces). All following lines of the footnote are not tabbed in. This is the reverse format from the bibliography.
- There is no space between the footnote number and the footnote.
- The first time a source is cited the author must use a full footnote.
- The author can use a shortened footnote after the original source is completely cited earlier in the paper (as seen in the Example's 1<sup>st</sup> and 4<sup>th</sup> footnote). An abbreviated footnote includes the author's last name, shortened title, and page number(s).
- Ibid. is an abbreviation for ibidem, which means "in the same place." When a source is referenced and following the same source, ibid. can take the place of the note (as seen in the Example's 3<sup>rd</sup> footnote). However, the author must include the page number(s). An ibid. footnote can never be the first footnote on a page.

## Example

But Peter Scotto has offered another view.<sup>1</sup> Frye defined the alazon as a "self-deceiving or self-deceived character in fiction."<sup>2</sup> Frye denies Scotto's theory.<sup>3</sup> Scotto's theory states: "My essay, then, is about the ways in which a reader gives voice to silences."<sup>4</sup>

Footnote after punctuation

Tab first line

No tab space

No space after footnote

<sup>1</sup>Peter Scotto, "Censorship, Reading and Interpretation: A Case Study from the Soviet Union," *PMLA* 109, no. 1 (1994): 61.

<sup>2</sup>Nicholai Frye, *Anatomy of Criticism: Four Essays* (Princeton: Princeton University Press, 1957), 32.

<sup>3</sup>Ibid., 35.

<sup>4</sup>Scotto, "Censorship, Reading, and Interpretation," 61.