



MLA Footnotes

What are Footnotes?

Footnotes, both **explanatory footnotes** and **bibliographic footnotes**, are additional blurbs of brief information given by the author to help the audience better understand a topic, term, event, person, etc. Footnotes can also provide reference information for the reader to access citations to a specific term or topic.

Explanatory Footnotes

Explanatory notes are used by the author to **provide their audience with additional information**. Explanatory notes, often called content notes, are used to define cultural terms, historical events, landmarks and locations, or other important points that your audience may not be immediately familiar with or may need additional information on.

An explanatory note appears at the bottom of the page where it is referenced, along with a corresponding number.

Explanatory Footnote Example: Footnotes₁ are often used in informational bodies of text. They are essential towards providing the intended audience with a deeper knowledge and understanding of topics they may be unfamiliar with. College research papers may require students to use footnotes, especially in the areas of history and psychology.

Bibliographic Footnotes

Bibliographic notes are often used to provide the audience with further reference points and resources. See example:

Bibliographic Footnote Example: Bibliographic notes₂ are different from explanatory notes in that they don't define terms, but instead provide readers with resources they used in their own writing.

The three little pigs built their houses out of straw,¹ sticks² and bricks.³

¹not to be confused with hay

²or lumber according to some sources

³probably fired clay bricks

[1] A footnote is placed at the bottom of a page to provide further information.

[2] See the Purdue Online Writing Lab, especially the MLA Formatting and Style Guide for more specific information on this topic.



MLA Endnotes

What Are Endnotes?

When writing in MLA, endnotes are notes that appear at the end of a text. The only difference between endnotes and footnotes is simply where those notes appear in a text. Footnotes are always found at the bottom of the page (i.e. footer) and endnotes are always found at the end of a section of a text or sometimes at the bottom of a chapter or section.

Much like footnotes, endnotes can be used to either provide the reader with further information or point them in the direction of additional resources.

Much like a reference page, an endnote includes all the necessary information for citing a source. However, this information is placed at the bottom of a text.

How and Where to Place Endnotes

MLA suggests that endnotes appear on a separate page, after the Works Cited page. The numbers themselves should appear in consecutive order and correspond with how they appear throughout the paper.

Footnotes VS. Endnotes

Simply put, the only difference between footnotes and endnotes is where they are placed throughout your paper. Footnotes will appear at the bottom of your page, whereas endnotes will appear after the text entirely. **Both footnotes and endnotes are used to convey the same information.**

On December 13 the European negotiators finally approved a long-awaited \$57 billion bailout to the Greek government to deal with its sovereign debt crisis which has shaken the foundations of the Europe Union and the euro. 1

Footnote:

1. Andrew Natsios. A Way Out of the Greek Financial Crisis. U.S. World Report. *U.S. News World Report*, Dec. 2012. <http://www.usnews.com/opinion/blogs/world-report/2012/12/31/a-way-out-of-the-greek-financial-crisis>

The picture above shows how a footnote might be used to document a source.



"Must be the footnotes."



APA Footnotes

What are Footnotes?

Footnotes, both **content footnotes** and **copyright footnotes** are additional blurbs of brief information given by the author to help the audience better understand a topic, term, event, person, etc. Footnotes can also provide reference information for the reader to access citations to a specific term or topic.

Content Footnotes

Content footnotes, much like explanatory footnotes, are used to provide additional information for a specific term, concept, person, place, etc. Content notes can also direct readers to a source where more information is available.

Content Footnotes

These types of footnotes are used to provide copyright information within a text. If you include 500 words or more of a different text, copyright permission notes are required. Including 500 words or more of a different text is in violation of the “Fair Use” copyright laws, and therefore, permission from the author is necessary.

For all types of copyright footnotes, the permission must appear at the bottom of a page after the word “Note”.

Content Footnote Example:

Note. From “Title of the article,” by W. Jones and R. Smith, 2007, *Journal Title*, 21, p. 122. Copyright 2007 by Copyright Holder. Reprinted with permission.

APA Footnote Checklist

Within APA footnotes, the following should be included:

- Author’s initial and last name
- Name of publisher
- Place of publication
- Date
- Page number

**Don’t forget to double check
your citations**

**Please note that endnotes are not typically used in APA formatting.*

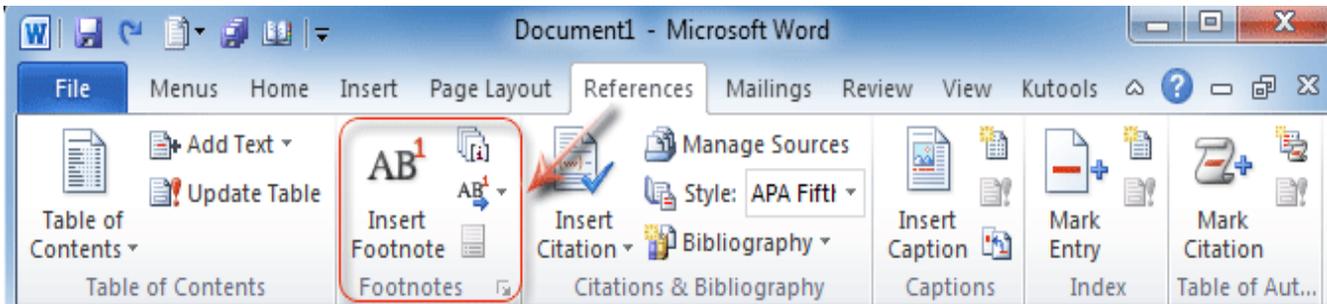


How To Place Footnotes

How to Insert MLA Footnotes

When using Microsoft Word, follow these steps to insert footnotes into your paper:

1. Highlight the term you'd like defined/cited
2. At the top toolbar, click "references"
3. Click "Insert Footnote" at the bottom of your text. A bar with the corresponding number will appear.



How to Insert APA Footnotes

When using Microsoft Word, follow these steps to insert footnotes into your paper:

1. Highlight the term you'd like defined/cited
2. At the top toolbar, click "references"
3. Click "Insert Footnote"

When using either type of footnote for APA, a superscript number will appear after a sentence (punctuation at the end of the sentences doesn't matter). Footnotes should either follow dashes or be placed inside a parentheses.

APA Footnote Example: Scientists examined—over several years¹—the fossilized remains of the woolly-wooly yak.² (These have now been transferred to the Chauan Museum.³)

Further Assistance: For more detailed help or if you have questions, visit the Writing Center located in the Lewis University Library, or call 815-836-5427.