Historians and social scientists generally use “Chicago-Style” footnotes for citation. Footnotes provide important bibliographic information for facts, paraphrases, and quotations presented in the paper.

**Inserting a footnote in Microsoft Word:**
Place the cursor where you would like to insert a footnote. In the references tab, click “Insert Footnote.” Word will automatically place a footnote at the bottom of the page where you can enter the necessary citation.

**Where should a footnote be placed?** Insert a footnote after the punctuation mark (period, comma, question mark, or exclamatory point) and the quotation mark.

Ex. Belskaia hoped her letter would “become a vivid illustration of the cruel times of Stalinist excesses.”

The first footnote for a source should contain full bibliographic information: publication information for the work plus the page number (examples a, below). Subsequent footnotes should follow an abbreviated style (examples b). If you use the same source cited in the previous note, use the Latin abbreviation “Ibid.” in place of the author and title (examples c).

**Citation Format for BOOKS (print)**

**Work with one author:**
c. Ibid., 42.

**Work with two authors:**
c. Ibid., 176.

**Work with three or more authors:**
b. Goodheart et al., *Slavery in American Society*, 143.

**Edited work:**

**Multi-edition work:**

**Multi-volume work:**

**Citation Format for BOOKS (electronic)**
The note must include the elements above plus, as a final element, the format consulted.

**Electronically published book:**
Book consulted on-line:

N.B.: Page numbers are not always stable in electronic formats; you may need to use another locator such as chapter or section number.

Citation Format for ARTICLES (print)

Journal article:
c. Ibid., 136.

Article in a book:

Untitled book review:
b. Grow, review of *Eisenhower and Latin America* by Rabe, 1508-1509.

Newspaper article:

Magazine article:

Citation Format for ARTICLES (electronic)

Article in online journal:

Website page:
b. “Google Privacy Policy.”

Interview:

For more information on footnotes, see:
- The Chicago Manual of Style online: [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)
- Suggested links at the Writing Center website: [my.hamilton.edu/writing/home](http://my.hamilton.edu/writing/home)