The Whys and Hows of Footnotes

Footnotes are used to give credit to sources of any material borrowed, summarized or paraphrased. They are intended to refer your reader to the exact pages of the works listed in the Bibliography section of your paper. Historical writing should be fully documented; by including notes, you enable your reader to verify that the information you assert in your paper is accurate.

Footnotes are used primarily in History papers and follow the Chicago Citation Style. You should create your NoodleTools project using the Chicago Advanced level citation choice.

Inserting footnotes using Microsoft Word:

1. While typing your paper, click where you want to insert the note reference mark.
2. On the References tab, in the Footnotes group, click Insert Footnote. Word inserts the note reference mark and places the pointer in the text area of the new footnote.
   
   (Keyboard shortcut: To insert a footnote, press CTRL+ALT+F. By default, Word places footnotes at the end of each page of the document.)

3. Type the footnote text following the Chicago Style.

   The information that I am noting is right here.¹

   ¹ Adriano Ruggiero, World War II (Tarrytown, N.Y.: Benchmark Books, 2003), 93.

You can copy/paste from your NoodleTools Bibliography for the correct format. In your citation list click on the “Footnote Format” link, a pop-up will assist you.

Note: When you add, delete, or move notes that are automatically numbered, Word renumbers the footnote reference marks for you.