Notes, footnotes, endnotes, and bibliographies

Notes, footnotes, and endnotes

Notes, footnotes, and endnotes should be used to provide information to your readers that may add to their understanding of the subject you are writing about. When you choose whether to use a note, footnote, or endnote you should consider two main factors:

- The amount of additional information that you need to provide.
- The immediacy of need for the reader to understand what you are communicating.

Bracketed notes

Where the amount of information is small, and it may provide concise clarification for some who are not wholly familiar with the subject, you can consider a bracketed note (one which is contained within a pair of brackets) to provide additional information.

Footnotes

Where more than a few words are needed, or that information is not of such immediate relevance to understanding of the subject, you may consider using a footnote. This will allow you to provide readers with a more extensive explanation, without interrupting the flow, or providing unnecessary information for those who know how to create a footnote.

Endnotes

Endnotes should appear at the end of the section, chapter, or volume, depending on how you have chosen to structure your document. Endnotes should be numbered in a style that is markedly different from that used by footnotes. In Word 2007 and 2010, endnotes are, by default, numbered using lower case Roman numerals (for example; i, ii, iii, and so on), while footnotes use Arabic numerals.

Endnotes can be used to provide background information on a subject that may only be needed by, or of interest to, certain sections of your audience.

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1A footnote can be added by using the word processor’s built-in functionality. A marker will be put in the main text and a space created at the bottom of the page for you to type the corresponding note.
References and bibliographies are lists of external sources that you have used to inform, shape, or give context to the information that you provide within your document.

Bibliographies

A bibliography should list documents, websites, and speeches from which specific data, information, argument, or opinion has been gleaned.

This can include sources from which you have gathered background material. This would be material that has shaped or influenced your general thinking on a subject, but has not been cited directly in your text.

References in text

Within the body of your text, the reference should be indicated by the author's last name and the date of publication. There are two ways that this can be done:

- If you name the author in your text then just cite the date of publication in brackets immediately after the name. For example: ...Davey (2009) argues that this should be done.
- Otherwise put the author's name and date of publication in brackets. For example: ...it has been argued that it should be done in this way (Davey 2009).

If you have to cite several publications by the same author, all published in the same year, follow the year with a lower case letter, a, b, c, and so on, to identify each one. If you refer to several publications by one author from the same year, use this format: (Jones 2002, 2002a, 2002b). If you want to cite several documents by different authors all referring to the same subject, use the following format: (Jones 2002; Lewis et al 2004; Machiavelli 1547).

Where a cited document has more than 2 authors you can use the Latin abbreviation 'et al' meaning 'and others'.

If the document is a well-known reference book, where the title is better known than the author, the title of the document should be used. One of the more popular styles for citing references in text is the 'Harvard' system (Oxford Guide to Style, 2002: 15.19).

Bibliography list

Entries in a bibliography should be listed in alphabetical order, using the author's last name and first name (or initials), as they are used
in the publication. If a publication has more than one listed author, use the names of the authors in the order cited in the publication.

The detail in a bibliography should include as much as possible of the following detail, in this order:

Author’s name, document title in italics, (Place of publication: Publisher, Year of publication)

Where an author has contributed an article to a journal, or a section to a compendium, the title of the article should be cited, in single quote marks, after the name of the author.

So a bibliography might look like this:


