



How to Do Footnotes in MS Word

Creating Footnotes in MS Word

In MS Word, place your cursor in the text where you want a footnote reference to be placed. Go to the INSERT menu, then REFERENCE, and then FOOTNOTE. This opens the FOOTNOTE dialog box.

Leave the defaults as you see them.

Click insert, and a superscripted number is inserted at the position of your cursor in the text. Then the macro places a one inch line divider at the bottom of the page and inserts the same superscripted citation number below it, moving the cursor point over one "n" space (half a normal space). You are ready to type your citation at this point at the bottom of the page as illustrated below:

¹ Charlesworth, Peter. *The Peshirim*. (New York: Doubleday Publishing, 2006), 54-65.

EndNote and other Citation Software

You may use Endnote or other citation software to generate footnotes in conjunction with MS Word. Follow the procedure in your citation software package and it will walk you through the process and complete the footnote citation for you, using the MS Word macro to format the footnote citation as demonstrated above.

Using Logos Software

Logos Bible Software is capable of generating footnotes for resources used in the program. However, the student should be aware that there are several instances where the software cannot reference the page number or some parts of the information required for a complete citation. You should check all citations generated by Logos carefully to insure they comply with the style sheet requirements. In instances where page numbers are not provide in the footnotes citation, check the Logos resource and see if it is numbered then make the adjustment manually to the footnote citation if page numbers are in the electronic copy. If not numbers or used, place n.p. at the end of the citation in lieu of page numbers.

Placement of Footnotes

Footnotes are placed at the bottom of each page on which the reference in the text occurs.

Use a footnote for every original thought used in the text which has a source other than you, the author. If a sentence has more than one thread of thought which requires a citation, place the citation at the appropriate place in the sentence. Otherwise, place the citation at the end of the sentence.

Footnotes are numbered serially though out the work – research paper, thesis, or dissertation. Do not restart the numbering of footnotes for each section, chapter, or part. Such usage would constitute an “endnote” usage and FES does not use endnotes in its academic writing style.

For SBL examples of footnote citations, refer to the SBL Handbooks of Style, section 7 for an exhaustive list of examples. A student supplement to the SBLHS can be found on the Seminary’s website at:

<http://www.faithseminary.edu/library.htm> under the Research Papers hyperlink.

For Chicago Style, refer to Carole Slade’s 12th edition of Form and Style – section on the Chicago Style Manual.