



FOOTNOTES, ENDNOTES, CITATIONS, AND BIBLIOGRAPHIES

Giving Credit Where Credit Is Due

Word automates notes, citations, and bibliographies—so you can write and let Word handle the rest.

1 FOOTNOTES
Notes at the bottom of the page.

The Constitution was ratified in 1788¹ after years of debate and compromise. It remains the supreme law of the land.

1 For details of the debates, see J. Madison, *Notes of the Constitutional Convention*, 1787.

Information is available immediately without leaving the page.

How to insert:
References tab → Insert Footnote

2 ENDNOTES
Notes at the end of the document.

The Constitution was ratified in 1788¹ after years of debate and compromise. It remains the supreme law of the land.

Endnotes

1 For details of the debates, see J. Madison, *Notes of the Constitutional Convention*, 1787.

Keeps pages cleaner; commonly used in books and longer works.

How to insert:
References tab → Insert Endnote

3 CITATIONS
Credit sources within the text.

The Founding Fathers believed in limited government (Madison, 1788).

Source Manager

Author	Title	Year	Type
Madison, James	Notes of the Constitution...	1787	Book
Washington, G.	Farewell Address	1796	Document
Smith, John	The Federalist Papers	1788	Book
Jones, Mary	Rights of Man	1791	Book

Store all your sources once. Insert citations with a click.

How to insert:
References tab → Insert Citation

4 BIBLIOGRAPHY
Automatic list of all sources.

BIBLIOGRAPHY

Jones, Mary. *Rights of Man*. London: T. Payne, 1791.

Madison, James. *Notes of the Constitutional Convention*, 1787. New York: Library Press, 1788.

Smith, John, ed. *The Federalist Papers*. New York: Norton, 2003.

Washington, George. "Farewell Address." 1796. National Archives.

Word builds and updates the bibliography automatically.

How to insert:
References tab → Bibliography

ENTER A SOURCE ONCE. LET WORD HANDLE THE CITATIONS AND BIBLIOGRAPHY.

FEATURE	PURPOSE
Footnote	Adds a note at the bottom of the page. Use for explanations or source details readers may need right away.
Endnote	Adds a note at the end of the document or chapter. Use to keep pages cleaner when notes are extensive.
Citation	Credits a source within the text using a style (MLA, APA, Chicago, etc.). Connects your writing to the source you used.
Bibliography	Lists every source you cited or consulted. Generated automatically from your Source Manager.

CHOOSE YOUR STYLE
References tab → Style
APA (7th ed.)

✓ MLA
✓ APA
✓ Chicago
✓ And more...

GOOD PRACTICES

- ✓ Add sources as you write.
- ✓ Be consistent with your style.
- ✓ Use the Source Manager to save time.
- ✓ Update fields before printing or submitting.

Ctrl+A (Win) or Cmd+A (Mac) to update all fields.

REFERENCES TAB

- Insert Footnote
- Insert Endnote
- Insert Citation
- Manage Sources
- Style
- Bibliography
- Insert Table of Authorities

Everything you need for professional documentation.

★ **CURT'S QUICK TIP:** Plan your references as you write. It's easier to insert a citation today than to hunt for sources tomorrow. ★

Footnotes, Endnotes, Citations, and Bibliographies

Giving Credit Where Credit Is Due

By Curtis Jerry Smothers

Why References Matter

If you've ever read a history book, research paper, legal document, or biography, you've probably noticed small superscript numbers scattered throughout the text. Turn to the bottom of the page—or perhaps the end of the book—and you'll find additional information explaining or documenting what the author has written.

These references serve several important purposes. They give credit to the original source, allow readers to verify information, provide additional background without interrupting the flow of the text, and help protect writers from charges of plagiarism.

Microsoft Word automates all of these tasks, eliminating one of the most tedious aspects of preparing professional documents.

Footnotes

A **footnote** appears at the bottom of the same page where it is referenced. A small superscript number appears in the text, and Word automatically places the corresponding note at the bottom of the page.

Footnotes are ideal when readers may need the information immediately without leaving the page. Historians, lawyers, and nonfiction writers often use footnotes for source documentation or explanatory comments.

Where to find it: References → Insert Footnote.

Endnotes

An **endnote** works much like a footnote but appears at the end of the document or chapter instead of the bottom of each page.

Some publishers prefer endnotes because they keep individual pages cleaner and less cluttered. Readers who want the additional information simply turn to the end of the document.

Functionally, Word manages footnotes and endnotes in nearly the same way.

Where to find it: References → Insert Endnote.

Footnotes or Endnotes?

Neither approach is inherently better. The choice depends on the type of document you're writing.

Footnotes are convenient because readers can see the information immediately. Endnotes produce cleaner-looking pages and are common in books where extensive notes might otherwise overwhelm the text.

If you're writing for a publisher or educational institution, always follow its preferred style guide.

Citations

A **citation** identifies the source of information you've borrowed from another author. Unlike a footnote, a citation usually appears within the text itself in a format required by a recognized style guide such as **MLA**, **APA**, or **Chicago**.

For example:

(Smith, 2024)

or

(Jones 153)

The exact format depends on the citation style you've chosen.

Word can store all of your source information and insert properly formatted citations automatically.

Where to find it: References → Insert Citation.

Building a Source Library

One of Word's most useful but least appreciated features is the **Source Manager**. Rather than typing the author's name, title, publisher, and publication date every time you cite a source, Word stores that information in a reusable database.

Once you've entered a source, you can cite it repeatedly throughout the document with only a few mouse clicks. Better still, the same source can be reused in future documents without entering the information again.

Where to find it: References → Manage Sources.

Bibliographies

A **bibliography** is a complete list of the books, articles, websites, and other materials consulted while preparing a document.

Instead of typing every reference manually, Word builds the bibliography from the sources stored in your Source Manager. Add or remove citations during the writing process, and Word can regenerate the bibliography with updated entries in the proper format.

Where to find it: References → Bibliography.

MLA, APA, and Chicago

If you've written college research papers, you've probably encountered one of the major documentation styles.

- **MLA (Modern Language Association)** is commonly used in literature, language, and the humanities.
- **APA (American Psychological Association)** is the standard for psychology, education, and many social sciences.
- **Chicago Manual of Style** is widely used in history, publishing, and many nonfiction books.

Each style has its own rules governing citations, footnotes, bibliographies, punctuation, capitalization, and formatting. Fortunately, Word applies these rules automatically once you've selected the desired style.

Where to find it: References → Style.

Let Word Do the Hard Work

One of the greatest advantages of Word's citation tools is that they remain connected to one another. Add a citation and it can appear automatically in the bibliography. Delete a source and Word updates the bibliography to match. Change from MLA to APA, and Word reformats every citation and bibliography entry throughout the document.

What once required hours of careful editing can now be accomplished in just a few seconds.

Curt's Quick Tip

Don't wait until you've finished writing to add your citations.

Insert each source as you use it. By the time your paper or manuscript is complete, your bibliography will be largely finished as well. Waiting until the last minute almost guarantees forgotten sources and unnecessary frustration.

Looking Ahead

Now that you've learned how Word manages references, we'll turn our attention to another feature that gives writers precise control over complex documents: **Headers, Footers, Page Numbering, and Section Breaks**. Once you understand those tools, you'll be able to create professional reports and books with different page-numbering systems, chapter titles in the headers, and front matter numbered separately from the main text.

Professional Writing Made Easier

Good writing is more than choosing the right words. It's also about documenting your sources accurately and presenting your work in a professional manner. Microsoft Word handles much of that work automatically, allowing you to concentrate on your ideas rather than the mechanics of documentation.

Whether you're preparing a college research paper, writing your memoirs, or publishing a local history, Word's reference tools help ensure that your finished document is accurate, credible, and easy for readers to verify.