

Dear Bren Students,

Upon a request from Professor Sarah Anderson regarding proper punctuation when using footnotes, the Communications Center staff presents the second tip in our Fearless Punctuation series: **Footnoting Without Fear!**

Footnotes are a great tool for citing references when you want to avoid fragmenting your text with parenthetical citations. Footnotes appear at the bottom of the page in which a source was referenced, as opposed to endnotes, which appear at the end of the document.

Both the MLA and Chicago citation styles allow footnoting. For both styles, the following rules apply:

- Footnotes are **indicated in-text by superscript numbers** (not Roman numerals or letters). *Example:* Check out this footnote.²⁷
- Footnotes should be **ordered numerically** in the order that they appear. If you use the “Insert Footnote” tool in Microsoft Word, the footnotes are numbered and superscripted automatically.
- Footnote placement:
 - The superscript footnote **number goes after the period** at the end of the sentence. *Example:* Footnotes should always follow punctuation.¹⁵
 - If your footnote follows a quote, the **number goes after the closing quotation mark**. *Example:* Mark Twain is credited with saying, “Whiskey is for drinking; water is for fighting over.”¹²
 - If you must place your footnote in the middle of a sentence, try to **insert it after a comma or other punctuation** at the end of a clause. *Example:* The results of the study were inconclusive,¹⁹ and so the study was ignored for our purposes.
 - If you use a long dash, the **footnote should be placed before the dash**. *Example:* The study did not include a thorough description of the statistical methods used⁹—an omission that suggests the results are erroneous.

Footnotes Using MLA Citation Style

MLA discourages the use of footnotes for lengthy explanations, but allows footnotes for bibliographic notes. These bibliographic notes refer your reader to other sources that they may want to consult for more information. The footnote should include the author and page number(s) for these additional sources, and a full citation for each source should be included in your References section.

MLA Footnote Example:

In-Text:

The freshwater crisis is manifesting itself in a variety of regions in the United States.²⁰

Footnote appears as:

²⁰ For evidence of the crisis, see National Oceanic and Atmospheric Administration 25-30, Santos 2, Barnett and Pierce 27.

Footnotes Using Chicago Citation Style

Chicago footnotes are part of the notes and bibliography (NB) citation style. These footnotes are used to cite the sources you refer to in your text. The NB style includes the footnote and an alphabetical bibliography that lists all of your references. The bibliography can also include sources that you consulted but did not cite.

Rules for using the Chicago NB style:

- You should **include a footnote each time you reference** a source.
- The **first footnote for each source should include all relevant information**, as shown in the examples below. Subsequent notes for the same source need only have the author's last name followed by a comma and page(s) cited. If you have more than one source by the same author, include the title or shortened form of the title and a comma after the author's last name. The title should be either italicized or in quotations, depending on the type of source.
- Although Purdue's OWL instructs you to use "Ibid." for consecutive identical notes, several guides say that the use of "Ibid." is old-fashioned and no longer required.

Chicago Footnote Examples:

Example 1: Climate change is affecting natural hydrologic cycles so that, as Robert Glennon describes it, "water may not be *where* we want it *when* we need it in the *form* that we need."¹

Example 2: The U.S. Government Accountability Office conducted a survey of water managers in 50 states, to which managers from 36 states responded that they

¹ Robert Glennon, *Unquenchable: American's Water Crisis and What to Do About It*, (Washington, DC: Island Press, 2009), 63.

anticipate water shortages within the next decade even under normal conditions, let alone drought conditions.²

Example 3: The distribution of its water resources exacerbates California's water crisis; 75% of the state's rainfall occurs in northern California,³ but 80% of the agricultural and urban demand for water exists in central and southern California.⁴

Example 4: Many Californians do not realize that there is a water crisis because they do not know where their water comes from, they only know that it always flows whenever they turn on the tap.⁵

Footnotes are not recommended by APA unless necessary for providing supplemental information or copyright permissions. For more information on footnoting using APA style, please see [Purdue OWL's page on APA Footnotes and Endnotes](#).

For more information on citing sources with footnotes, see [Purdue OWL's page on the Chicago Manual of Style](#), [The Chicago Manual of Style Online's Chicago-Style Citation Quick Guide](#), and the Communication Center's forthcoming "Citation Guide for Environmental Professionals."

Additional Resources:

Hacker, D. (1999). *A Writer's Reference* (4th ed.). Boston, MA: Bedford/St. Martin's.

Hacker, D. (2000). *A Pocket Style Manual* (3rd ed.). Boston, MA: Bedford / St. Martin's.

Purdue University Online Writing Lab (OWL). (2009). *Chicago Manual of Style*. Retrieved from <https://owl.english.purdue.edu/owl/resource/717/01/>

Purdue University Online Writing Lab (OWL). (2009). *MLA Footnotes and Endnotes*. Retrieved from <https://owl.english.purdue.edu/owl/resource/747/04/>

The University of Chicago. (2006). *Chicago-Style Citation Quick Guide*. The Chicago Manual of Style Online – Fifteenth Edition. Retrieved from http://www.chicagomanualofstyle.org/tools_citationguide.html

² United States General Accounting Office, *Freshwater Supply: States' Views of How Federal Agencies Could Help Them Meet the Challenges of Expected Shortages*, (Report to Congressional Requesters GAO-03-514), (Washington, DC: General Accounting Office, 2003). <http://www.gao.gov/new.items/d03514.pdf> (accessed January 16, 2010), 5.

³ Water Education Foundation, "California Water: The Basics," (2006), <http://www.water-ed.org/watersources/subpage.asp?rid=9&page=18> (accessed January 12, 2010).

⁴ Sean McNaughton, "Replumbing California," National Geographic (2010), <http://ngm.nationalgeographic.com/2010/04/water/plumbing-california-animation> (accessed April 2, 2010).

⁵ Glennon, 75.