FOOTNOTES and BIBLIOGRAPHY -- what are they, and why are they needed to make your research paper, thesis, or dissertation acceptable for academic purposes?

A FOOTNOTE gives the specific location in a book, journal, or other source (down to the page number) where information or ideas used in the text of your paper were found.

FOOTNOTE EXAMPLE:

<table>
<thead>
<tr>
<th>Chapter 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
</tr>
<tr>
<td>BACKGROUND</td>
</tr>
</tbody>
</table>

A survey of the literature concerning beginning reading reveals that in no other area of learning in American schools is greater pressure exerted on the pupil than in the area of reading. Heilman¹ stated that this coincides with the high value which our society places on education and to the recognition that education is based on reading skill.

Wilson and Hall² concluded that success in school is closely tied to success in reading and that the poor reader, who is introduced to reading before being ready, can be blocked from using this major avenue of learning and can experience failure in many school areas.


A BIBLIOGRAPHY lists all the sources used to write a research paper, including those specifically footnoted. The bibliography appears at the end of a paper and includes entries listed in alphabetical order by the author's last name.

BIBLIOGRAPHY EXAMPLE:

<table>
<thead>
<tr>
<th>BIBLIOGRAPHY</th>
</tr>
</thead>
</table>
Both the FOOTNOTES and the BIBLIOGRAPHY give authoritative sources for your statements, help the reader gain access to those sources, and acknowledge the fact that the information used in the paper did not originate with you, the writer.

The examples below represent the footnote and bibliography format and style suggested in the following source. It is available on Reserve in Carlson Library, or in the Scott Park Library Reference section. Only a few examples are included in this Library Guide. Please refer to the complete Manual for situations not covered here.


1996

You may wish to place all your notes at the end of the paper rather than at the bottom of each page. They are then referred to as endnotes rather than footnotes and are numbered consecutively throughout the body of the paper. In any case, the same rules of format apply.

EXAMPLES

[NOTE: The abbreviations "N." and "B." stand respectively for footnote (or endnote) and bibliography entry.]

BOOKS

SINGLE AUTHOR

N.  


TWO AUTHORS

N.  


THREE AUTHORS

N.  


MORE THAN THREE AUTHORS


INSTITUTION OR ASSOCIATION, AS "AUTHOR"

N. 5 American Library Association, Young Adult Services Division, Services Statement Development Committee, Directions for Library Service to Young Adults (Chicago: American Library Association, 1978), 25.

B. American Library Association, Young Adult Services Division, Services Statement Development Committee. Directions for Library Service to Young Adults. Chicago: American Library Association, 1978.

EDITOR OR COMPILER AS "AUTHOR"


AUTHOR'S WORK TRANSLATED OR EDITED BY ANOTHER


BOOK IN A SERIES


CHAPTER, ESSAY, or ARTICLE BY ONE AUTHOR IN A WORK EDITED BY ANOTHER


ARTICLES IN JOURNALS AND MAGAZINES

ARTICLE IN A JOURNAL


ARTICLE IN A MAGAZINE


UNSIGNED ARTICLE IN A MAGAZINE


NEWSPAPERS


ENCYCLOPEDIAS

SIGNED ARTICLE


UNSIGNED ARTICLE

N.  


BOOK REVIEWS

N.  


GOVERNMENT PUBLICATIONS

N.  


MICROFORM EDITIONS

N.  


ERIC REPORT

N.  


THESIS OR DISSERTATION

N.  

UNPUBLISHED INTERVIEW

N.  

B.  

ELECTRONIC DOCUMENT

N.  

B.  

SOME HINTS ABOUT FOOTNOTES

1. Reference Taken from a Secondary Source.

When citing the work of one author as found in the work of another author, both works must be mentioned in the footnote.

EXAMPLE:


2. Second or Later Reference to the Same Work.

a. For references to the same page of a work without any intervening references (e.g., footnotes), use the Latin term "Ibid.," meaning "in the same place."

EXAMPLE:

1 Max Plowman, An Introduction to the Study of Blake (London: Gollancz, 1951), 32.

2 Ibid.

b. For a reference to a different page or pages of the same work with NO intervening references to the last work, "Ibid." may still be used but must contain the page number(s).

EXAMPLE:

3 Ibid., 68

A FINAL WORD: Some academic departments may require a different style from the footnotes and bibliography format outlined in this guide. One style frequently required is the parenthetical-reference or reference citation in text format. (See separate Library Guide entitled APA Style -- Reference Citations in Text). Another is the MLA Style. Inquire at the Information and Reference Desk for style manuals available in the Carlson Library.
EXAMPLE OF A BIBLIOGRAPHY

BIBLIOGRAPHY

American Library Association, Young Adult Services Division, - Services Statement Development Committee, Directions for Library Service to Young Adults. Chicago: American Library Association, 1978.


