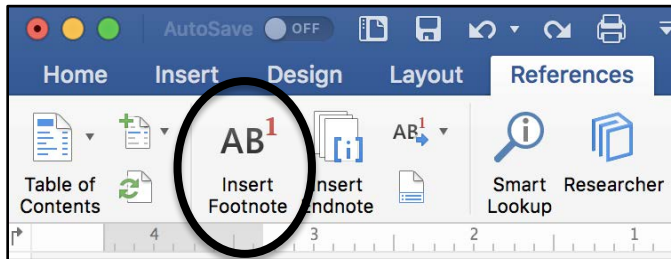


How to Add Footnotes

In Word:

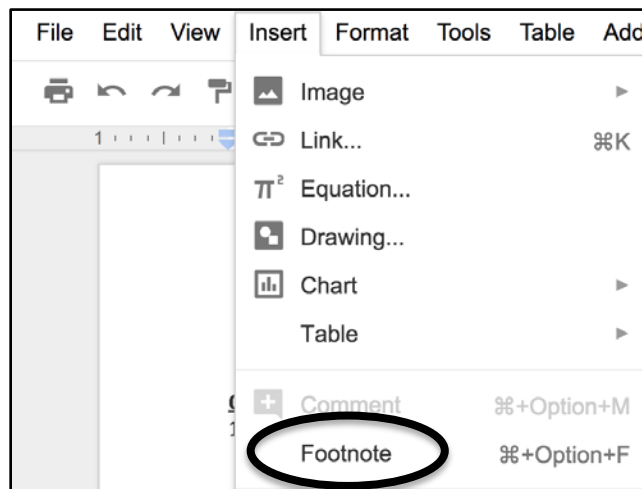
1. On both a Mac or PC, click “References” on the top menu. Choose “Insert Footnote.”



2. Now you have a footnote! Do this after the sentence for which you need a footnote.¹
3. Before you turn your paper in, streamline your footnotes. The first time you reference a source, use the full citation.² If you list the source again later in the paper, shorten it to the author's last name and the source's page number.³ (If you have multiple sources by the same author, also include a short form of the article name.) Finally, if you have a bunch of the same source in a row in your footnotes, put *Ibid* after the first citation, instead of repeating the author & title every time.⁴

In Google Docs:

1. Click “Insert” on the top menu. Choose “Footnote.”



2. Follow #2 and 3 above (same as in Word), as you footnote throughout the paper.

¹ Ian Haney Lopez, “Ozawa and Thind” in *White By Law* (New York: New York City Press, 1996), 50.

² Look at the History Lab’s [citation handout](#) or the Library of Congress’ [citation website](#) for formatting. (<http://www.loc.gov/teachers/usingprimarysources/chicago.html>)

³ Lopez, “Ozawa and Thind,” 67.

⁴ *Ibid*, 49.