

## IN-TEXT NOTES & FOOTNOTES:

**In-text notes** are superscript, consecutive numbers. They are placed after the referenced material and all punctuation.

**Footnotes** are at the bottom of the page, in numerical order. The 1st line of a footnote is indented 1/2 inch from the left margin. Complete bibliographic information, and the page number are provided the 1st mention of a referenced source. Subsequent notes have abbreviated information.

**Endnotes** can be used in place of footnotes. They come after the body of the paper's text, and are designated by the word NOTES flush with the left margin.

### EXAMPLE OF IN-TEXT & FOOTNOTES:

"Pitt was to try to bring to the work of peace the determination and impatience with obstacles that had characterized his conduct of the war."<sup>1</sup> Pitt's terms to the French minister led to the cession of all Canada in the summer of 1761.<sup>2</sup>

1. Edward Pearce, *Pitt the Elder: Man of War*, (London, Bodley Head, 2010), 206.
2. Pearce, *Pitt the Elder*, 219.

## GENERAL FORMAT GUIDELINES:

### COVER PAGE ELEMENTS:

**Title of the Paper**—is 1/3 down from the top of the page. It is in all capital letters.

**Subtitle**— If present, place a colon after the title. The subtitle is on the next line below the title.

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1st line— Your Name

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3rd line—Date in Month Day, Year format (Spell out month)

**Font**— Times New Roman or Palatino, size 12 is preferred.

**Page Numbers**— Begin on the 1st page of the paper, and are flush with the right margin. Cover page is not numbered.

### **Line Spacing:**

**Double**— For the body of the paper and between source citations and notes.

**Single**— Block quotations, table titles, figure captions, notes and bibliographies internally.

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The word Bibliography is at the top of its page, and centered on the top line.

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# NOTE BIBLIOGRAPHY

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Elements are separated by commas. Complete source information provided in the footnote can also serve as the bibliography. Footnotes are in paragraph indentation.

**1. Author's Name, Title: Subtitle, Editor, Edition other than 1st, Volume, Series Title, (Place of Publication: Publisher, Year), page numbers, DOI or URL.**

### BIBLIOGRAPHY FORMAT:

Elements are separated by periods. The sources are listed in alphabetical order, and in a hanging indented format.

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### One Author:

#### Note:

1. Edward Pearce, *Pitt the Elder: Man of War*, (London: Bodley Head, 2010), 41.
2. Pearce, *Pitt the Elder*, 41.

#### Bibliography:

Pearce, Edward. *Pitt the Elder: Man of War*. London: Bodley Head, 2010.

# GENERAL FORMATTING GUIDE

## Two or Three Authors:

### Note:

1. Henry C. Lee and Frank Tirnady, *Blood Evidence: How DNA is Revolutionizing the Way We Solve Crimes*, (Cambridge, MA : Perseus Pub., 2003), 100.
2. Lee and Tirnady, *Blood Evidence*, 100.

### Bibliography:

**When there are two or more authors, only the 1st author's name is in reverse order.**

Lee, Henry C. and Frank Tirnady. *Blood Evidence: How DNA is Revolutionizing the Way We Solve Crimes*. Cambridge, MA : Perseus Pub., 2003.

## Four or More Authors:

**Follow the example for two or three authors.**

### Notes:

List only the 1st author followed by et al.

### Bibliography:

List all the authors.

## Unknown Author:

### Note:

1. *Middle East and North Africa 2008*, (London: Routledge, 2007), 150.
2. *Middle East*, 150.

### Bibliography:

*Middle East and North Africa 2008*. London: Routledge, 2007.

## JOURNAL ARTICLES:

### Note:

**1. Author's Name, "Article Title," Journal Title Volume No., Issue No. (Issue Date): Page No., DOI or URL.**

### Bibliography:

**Author's Name, "Article Title," Journal Title Volume No., Issue No. (Issue Date): Page No., DOI or URL.**

### Note:

1. Deanna B. Marcum, "Library Leadership for the Digital Age," *Information Services & Use* 36, no 1/2 (January 2016): 110, doi:10.3233/ISU-160796.

### Bibliography:

Marcum, Deanna B. "Library Leadership for the Digital Age." *Information Services & Use* 36, no. 1/2 (January 2016): 105–11. doi:10.3233/ISU-160796.

## WEBSITES:

**Author's Name. "Web Site Title," Web Page of the Organization, Owner or Sponsor, Date last modified or accessed. URL.**

### Note:

1. "Citation Resources," Library, Central Texas College, <http://www.ctcd.edu/academics/library/citationresources>.

### Bibliography:

"Citation Resources," Library, Central Texas College, <http://www.ctcd.edu/academics/library/citationresources>.

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