

How to Insert and Format Endnotes

Introduction to Endnotes

Authors must ensure that all references and citations conform to the *URMIA Journal's* style rules.

Endnotes are indicated in the text by a superscript number, like this: ¹. The number refers to a listing of the source information at the end of the document; if someone is interested in learning from where a quote or piece of information comes, he or she can flip to the end of the article and find out what the source is. The *URMIA Journal* uses Chicago Style for its endnotes (<http://www.chicagomanualofstyle.org/>), which are described here.

Some general rules about endnotes include the following:

- Every in-text citation must correspond to an entry in the endnote list. Conversely, every entry in the reference list must be cited in the text.
- References must be numbered consecutively in order of citation in the text, including the text of the endnotes.
- By using Microsoft Word's endnote tool, you can ensure that endnotes are numbered correctly and in order. Information on how to insert endnotes using Microsoft Word is included later in this document.
- Wherever possible, authors should gather reference information from the original publications, not secondhand from websites or other authors' citations.
- Double- and then triple-check your endnotes. Are the authors' names spelled consistently and correctly? Have you included all of the information about the source in the endnote? Is the title correct?
- Also double-check any web addresses that you have included in your endnotes as sources to be sure they are not out-of-date and are still functioning.
- At the end of an article, an endnote includes the citation number in superscript and the full source citation the first time you cite the source. For every subsequent time you cite that same source, you can use an abbreviated citation.

How to Insert an Endnote in a Microsoft Word Document

1. In print layout view, click where you want to insert the endnote reference mark in the text.
2. On the **Insert** menu, point to **Reference**, and then click **Footnote**.
3. Select the circle for **Endnotes**.
4. In the **Number format** box, select **1, 2, 3, ...**
5. Click **Insert**. Word inserts the note number in your text and places the insertion point next to the endnote, which is where you will need to type your detailed source information.
6. Type the note text. Refer to the next section for information on how to format an endnote in Chicago Style.
7. Scroll back to where you left off in your document and continue typing.

As you insert additional footnotes or endnotes in the document, Microsoft Word automatically applies the correct number format. When you add, delete, or move notes that are automatically numbered, Word rennumbers the footnote and endnote reference marks.

How to Format an Endnote Using Chicago Style

Now that you know how to insert an endnote, you need to format them for the *URMIA Journal*. The first time you list a reference source in an endnote, include complete information about the source. The following examples will help to get you started. For further examples of how to format endnotes using the Chicago Style, simply type the following search into an online search engine, such as Google or Yahoo: Chicago Style endnote format examples.

Books – Note: Include editors' names only if applicable. If a book is anything other than a first edition, you should include the edition number. The book's title should be italicized, and the last number in the endnote refers to the page number on which the information or quote was found.

Book without editors:

¹ John H. Goodman, *A Manual on How to Write Term Papers Using the Chicago Style* (Transylvania: University of Dracula Press, 2008), 71.

Book with editors:

¹ Kate L. Roman, *A Manual for Writers of Term Papers and Dissertations*, Felicia Whitmore and Alice Bergman, eds., 6th ed. (Chicago: College Press, 1996), 42.

Articles – Note: After the journal title in the example below, “40 no. 2” refers to Volume 40, Number 2. Again, the last number refers to the page number on which the information was found.

³ Stanley R. Rolfman, "The Ethnomusicography of Brazil," *The Journal of Ethnic Music*, 40 no. 2 (May 1948), 234.

Newspapers –

⁴ Richard Lemon, "Indiana Frees Employer of Child Labor," *The Indiana News Source*, 20 December 2005.

Magazines –

⁵ Jeffrey Johnson, "Facebook: A Danger to our Students," *The Chronicle of Technology in Higher Education*, 16 December 2005, 55.

Websites – Note: Remember, it is generally preferable to use source documents, like books, magazines, journal articles, etc., as opposed to websites.

⁸ Writing Center, "Chicago/Turabian Style," The Writing Center at the University of North Carolina at Chapel Hill, <http://www.unc.edu/depts/wcweb/handouts/chicago.html>, Accessed 20 December 2005.

How to Format Subsequent Endnotes from the Same Source

The examples above show how an endnote should be formatted when it listed for the first time as a source. For subsequent references to a source you have already cited, you may simply give the author's last name and the page or pages. If more than one of your authors has the same last name, also include a shortened version of the title after the last name in the endnote. A short form of the title of a book is italicized; a short form of the title of an article is put in quotation marks.

First time cited –

¹ Kate L. Roman, *A Manual for Writers of Term Papers and Dissertations*, Felicia Whitmore and Alice Bergman, eds., 6th ed. (Chicago: College Press, 1996), 42.

Subsequent time(s) cited –

⁴ Roman, 52.

When you have two **consecutive** endnotes from the same source, you may use "Ibid." (meaning "in the same place") and the page number for the second note. Use "Ibid." alone if the page number is the same.

First time cited –

¹ Kate L. Roman, *A Manual for Writers of Term Papers and Dissertations*, Felicia Whitmore and Alice Bergman, eds., 6th ed. (Chicago: College Press, 1996), 42.

Subsequent time(s) cited –

² Ibid., 52.