

How to Format Footnotes and a References Page for UJSS

Formatting

1. Footnotes

- a. Select all footnotes, click on the paragraph tab, ensure all indentation and spacing is set to '0', alignment is 'Left' and outline level is 'Body Text'.
- b. Most importantly: under 'Indentation' go to special, select 'First Line', and under by type in '.19". This will simulate indenting 5 spaces for each entry.
- c. Ensure that there is always a space between the number of each footnote and the first letter of each footnote.
- d. There is no space in between individual footnotes.
- e. Footnotes are single-spaced.

2. References

- a. Select all footnotes, click on the paragraph tab, ensure all indentation and spacing is set to '0', alignment is 'Left' and outline level is 'Body Text'.
- b. Most importantly: under 'Indentation' go to special, select 'Hanging', and under by type in '.19". This will simulate indenting every line after the first five spaces.
- c. Notes should have a font size of 8.
- d. There is no space between individual references.

The Following are Example Footnotes with Accompanying Reference Citations:

Books:

¹ Sue-Ellen Jacobs, Wesley Thomas, and Sabine Lang, eds., *Two-Spirit People: Native American Gender Identity, Sexuality, and Spirituality* (Urbana: University of Illinois Press, 1997), 32.

² Steven D. Levitt and Stephen J. Dubner, *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything* (New York: William Morrow, 2005), 20–21.

³ Converse, Philip. “The Nature of Belief Systems in Mass Publics.” In *Ideology and discontent*, ed. David Apter. London: Free Press of Glencoe, 1964.

Levitt, Steven D. and Stephen J. Dubner. *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything*. New York: HarperCollins, 2005.

Jacobs, Sue-Ellen, Wesley Thomas, and Sabine Lang, eds. *Two-Spirit People: Native American Gender Identity, Sexuality, and Spirituality*. Urbana: University of Illinois Press, 1997.

Converse, Philip. “The Nature of Belief Systems in Mass Publics.” In *Ideology and Discontent*, ed. David Apter. London: Free Press of Glencoe, 1964.

Things to Note:

1. Commas in footnotes are generally replaced by periods.
2. For the publisher, you do not have to write words such as Inc., Co., etc...
3. If there is a subtitle, you insert a colon even if it does not appear on the cover.
4. Each note/reference ends with a period.
5. In the footnote, there is no comma between the title of the book and the parenthesis.
6. You only write the number of the page, you do not add words such as pg., pp. etc... before a page number.
7. If the work has an editor, you follow the name with a comma and either the word ed. or eds. (depending on how many editors there are).
8. The page number is separated from the rest of the footnote by a comma.

Journals:

² David Meban, "Temple Building, *Primus* Language, and the Proem to Virgil's Third *Georgic*," *Classical Philology* 103, no. 2 (2008): 153.

¹⁸ Jeanette Kennett, "True and Proper Selves: Velleman on Love," *Ethics* 118 (January 2008): 215.

²³ Boyan Jovanovic and Peter L. Rousseau, "Specific Capital and Technological Variety," *Journal of Human Capital* 2 (Summer 2008): 135.

Jovanovic, Boyan, and Peter L. Rousseau. "Specific Capital and Technological Variety." *Journal of Human Capital* 2 (Summer 2008): 129–52.

Kennett, Jeanette. "True and Proper Selves: Velleman on Love." *Ethics* 118 (January 2008): 213–27.

Meban, David. "Temple Building, *Primus* Language, and the Proem to Virgil's Third *Georgic*." *Classical Philology* 103, no. 2 (2008): 150–74.

Things to Note:

1. Footnotes primarily use commas, references primarily use periods.
2. The volume number immediately follows the name of the journal.
3. A colon separates the page number and the rest of the footnote/reference.
4. URLs do not need to be added for most online journal articles found on sites such as jstor.

Multiple Citations in a Single Footnote:

² David Meban, "Temple Building, *Primus* Language, and the Proem to Virgil's Third *Georgic*," *Classical Philology* 103, no. 2 (2008): 153; Steven D. Levitt and Stephen J. Dubner, *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything* (New York: William Morrow, 2005), 20–21.

Things to Note:

1. The two separate footnotes are separated by a semicolon.

Online Sources:

² Joseph Sirosh, Risto Miikkulainen, and James A. Bednar, “Self-Organization of Orientation Maps, Lateral Connections, and Dynamic Receptive Fields in the Primary Visual Cortex,” in *Lateral Interactions in the Cortex: Structure and Function*, ed. Joseph Sirosh, Risto Miikkulainen, and Yoonsuck Choe (Austin, TX: UTCS Neural Networks Research Group, 1996), under “Dynamic Receptive Fields,” <http://nn.cs.utexas.edu/web-pubs/htmlbook96/>.

Sirosh, Joseph, Risto Miikkulainen, and James A. Bednar. “Self-Organization of Orientation Maps, Lateral Connections, and Dynamic Receptive Fields in the Primary Visual Cortex.” In *Lateral Interactions in the Cortex: Structure and Function*, edited by Joseph Sirosh, Risto Miikkulainen, and Yoonsuck Choe. Austin, TX: UTCS Neural Networks Research Group, 1996. <http://nn.cs.utexas.edu/web-pubs/htmlbook96/>.

Things to Note:

1. When referencing the website used, separate the URL by a comma in the footnote and a period in the reference.
2. Do not:
 - a. Write “available from,” “accessed at,” or use any other combinations of those words when referencing a URL
 - b. Surround the URL with left and right angled brackets (<’ and >’).

Citing a Source Multiple Times:

² Steven D. Levitt and Stephen J. Dubner, *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything* (New York: William Morrow, 2005), 20–21.

⁴ Levitt, *Freakonomics*, 20-21.

⁵ *Ibid.*, 3.

Things to Note:

1. Using a shortened citation, you only write the first author's last name, a shortened title of the book (generally you only shorten titles with more than four words).
2. There is always a comma in between the pages and title.
3. When using "Ibid.," the word *Ibid* is always followed by a period, regardless of whether or not a comma follows.

Organization as Author:

¹ University of Chicago Press. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press, 2010.

University of Chicago Press. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press, 2010.

Miscellaneous:

1. The format for dates is as follows: October 31, 2001.
 - a. Note that month names are not abbreviated
2. Always capitalize the first letter of words in titles
 - a. The only exceptions are for unimportant words such as "the" and "and."
3. When abbreviating state names, use the postal abbreviations.
 - a. Write "NY"
 - b. Do not write "New York," "Ny.," or "N.Y."

*This list only includes the most common problems. If there are any further questions, either subscribe to *The Chicago Manual of Style Online* (one month is free), or contact the author at Ryan.Waldorf@usma.edu, or x3887.*