

## Footnote Help

*This help is for the Microsoft 2007. All Microsoft versions have footnotes, but may be slightly different.*

### **Microsoft Word**

1. Click on "Reference" on the bar at the top
2. Click on "Insert Footnote"
3. Use the default font and size, and enter the publisher information.
4. See example at the bottom of this page, using a textbook as an example.<sup>1</sup>
5. To use the same source directly above the next footnote: use *Ibid.*, page number. (*Ibid* is a Latin term meaning "in the same place.") *Example Below.*<sup>2</sup>
6. Subsequent references use a shortened form: author's last name, page number.<sup>3</sup>

\*\*\*Basically, all quotes and specific information need citations. Any info. used that you did not know before, needs a citation.\*\*\*\*

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<sup>1</sup> William J. Duiker and Jackson J. Spielvogel, *World History 7<sup>th</sup> Ed.* (New York: Wadsworth Cengage Learning, 2013), 23.

<sup>2</sup> *Ibid.*, 24.

<sup>3</sup> Duiker, 25.