



## Formatting Footnotes/Endnotes

### Google Docs

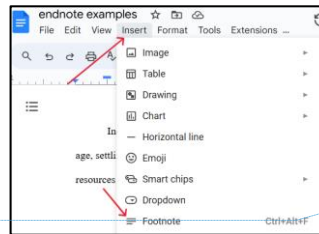
(Note that if you need to include endnotes, you should use Microsoft Word since Google Docs does not include this.)

To begin with creating a footnote in Google Docs, you place your cursor in the space where you would like the footnote to be, which would be on the outside of a quotation mark and on the outside of any punctuation if the information needing a citation was paraphrased. The cursor line in the below image shows where the note number will be placed..

Indigenous people in North America likely crossed from Asia during the last global ice age, settling down in various regions across the country, where they would work with the resources they had available there.

Then click on “Insert” in the menu at the top of the page, and then click “Footnote.”

This will create a numbered footnote at the bottom of your page, and a superscript number where your cursor was. Insert necessary information into your footnote by simply typing or pasting text. In this example, the footnote features a citation.



<sup>1</sup> “Indigenous America,” The American Yawp, accessed January 17, 2024, <https://www.americanyawp.com/text/01-the-new-world/>

Continue to insert footnotes using the process described above, and the footnotes will be properly numbered and automatically placed at the bottom of the page on which the footnote superscript is located.

<sup>1</sup> “Indigenous America,” The American Yawp, accessed January 17, 2024, <https://www.americanyawp.com/text/01-the-new-world/>.  
<sup>2</sup> *These Old Walls: A Town and its Stories* [Exhibition]. (2019-2024). Fredericksburg Area Museum, Fredericksburg, VA, United States.]

**Speaking and Writing Center [1]:** Footnotes are notes, often including references or citations, that are found at the bottom of the page the information is on. Endnotes serve much the same purpose but are found at the end of the completed paper.

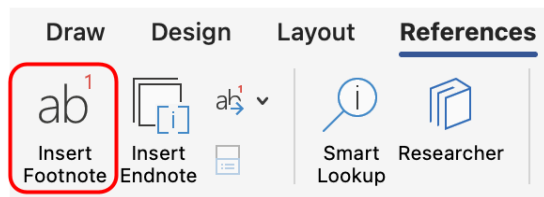
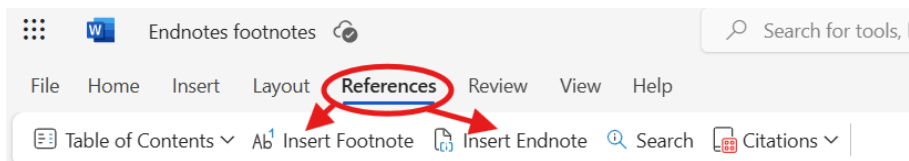
**Speaking and Writing Center [2]:** Google Docs does not give the option to do endnotes. If endnotes are required, you should use Microsoft Word.

**Speaking and Writing Center [3]:** A superscript is a symbol, in this case a number, that is placed higher than the body text. The program will match the number/symbol provided in the body of the text to the content to the footnote.



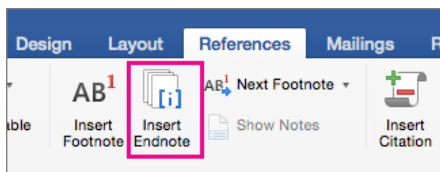
## Microsoft Word

The resource bar on top of your screen has a tab for references, which is where you will find both a place to insert footnotes and endnotes.



For footnotes, place your cursor in the space where you want to add the footnote in your text, and then click the references tab, then “insert footnote.”

Word places a reference mark in the text and places the corresponding footnote at the bottom of the page on which the reference mark is placed, which will look like the reference mark and footnote for Google Docs.



For endnotes, click on where you want to add the endnote in your text, and then click the references tab, then “insert endnote.”

Word places a reference mark in the text, and adds all the endnotes at the end of the document. You should label your endnotes section with the subheading “Notes.” While

footnotes are organized by Arabic numerals, endnotes use Roman numerals.

**Speaking and Writing Center [4]:** A “reference mark” is a number or symbol that indicates a footnote or endnote in a document.

**Speaking and Writing Center [5]:** Arabic numerals are how we typically count (1, 2, 3...).

**Speaking and Writing Center [6]:** Roman numerals include i, ii, iii...