



Douglas College

Douglas College Learning Centre

MAKING FOOTNOTES OR ENDNOTES: WORD 2007

To add footnotes or endnotes:

- Put your cursor in the place in your text where you want to create the note.
- Click on the *References* tab at the top of the screen.
- On the left side of the box, click on *Insert Footnote* or *Insert Endnote*.
- A number will appear in your text.
- At either the bottom of the page or the end of the paper, you will see the same number. Beside this number, type in your reference information.
- Endnotes and footnotes will automatically be put in numerical order even if you add, delete or move text or notes during the editing process.

To remove footnotes or endnotes:

- Highlight the number in your text and press delete.

Examples:

- Dave Ellis states that, “[u]sing another person’s words without giving proper credit is called *plagiarism*.”¹
- Kathleen T. McWhorter points out that “specialized information particular to a certain source”² must be footnoted.

¹ Dave Ellis, Becoming a Master Student: Tools, techniques, hints, ideas, illustrations, examples, methods, procedures, processes, skills, resources, and suggestions for success (Boston: Houghton Mifflin Company, 2000), 271.

² Kathleen T McWhorter, College Reading and Study Skills, (Boston: Little, Brown and Company, 1986), 270.