Seven Step Footnoting Process
Based on *Chicago Manual of Style, 15th Edition*
Tobin Miller Shearer

1) Place your footnote number at the end of the sentence outside all punctuation. Ex.: Malcolm X once said, “Be peaceful, be courteous, obey the law, respect everyone; but if someone puts his hand on you, send him to the cemetery.”

   a) most word processing programs have a footnote function that will place footnotes at the bottom of the page and automatically renumber them as needed;

   b) in Microsoft Word for Macintosh, put your cursor at the end of the sentence that you are citing and press the key combination option-command-F. In Microsoft Word for Windows, put your cursor at the end of the sentence that you are citing and press the key combination alt-control-F. In both cases, the footnote number will be automatically placed and superscripted at the end of the sentence and a footnote field will be opened up at the bottom of the page.

2) Make sure your footnote number appears as a small font superscript number. Ex.: It should look like this.

3) Number your footnotes consecutively, beginning with 1, throughout your paper. Do not start renumbering on each new page.

4) Insert a matching footnote number in the footnote at the bottom of the page underneath a dividing line as in the example below. If you prefer, the footnote number that appears at the bottom of the page may be normal sized and followed by a period. The footnote number in the text should always be superscripted and the text should be single spaced. See example below.

5) Include the elements of the footnote in the following basic forms:

   a) Book: Firstname Lastname, *Title* (Cityofpublication, State: Publisher, Year), pagenumber(s).

   b) Journal: Firstname Lastname, “Article title,” *Journal Title* Volume, no. # (Year): pagenumber(s).

   c) Electronic source: Firstname Lastname, “Article title,” *Journal Title* Volumenumber (Year): URL (accessed Month Date, year).

   Examples (note the only commas are used save the period at the end):


Note:

   a. There is no extra space or punctuation between the journal title and the Volume number.

   b. When listing page numbers, you do not need to repeat the hundredth numeral if it remains the same: i.e. 365-69 not 365-369; but 182-203.


6) Make the following adjustments as needed:


   b) Multiple authors – three authors, list in order that they appear on the title page; four or more, list the first author followed by “and others.” Ex.: Jeri A. Sechzer and others, *Women and Mental Health* (Baltimore: John Hopkins University Press, 1996), 243.

   c) Edited book. Add, “ed.” Or “eds.” After the editor(s) names:

   d) Edition other than first. Number or description follows the title in the listing in abbreviated form (2nd ed./ Rev.ed). Ex.:
7) Check the Chicago Manual of Style, 15th Edition for other forms not listed here.

7) Proofread your entry to check for the following:
   a) Book titles, Movie titles, Journal titles, and Newspaper titles are italicized;
   b) “Article” titles, “chapter” titles, and “essay” titles are put in quotation marks;
   c) State names in book or newspaper publication information is in postal code abbreviated form (i.e. two letters: PA, NY, NJ, MT, ID, etc.);
   d) Large cities do not have states following them in publication information (i.e. Chicago not Chicago, IL; New York not New York, NY; or Los Angeles not Los Angeles, CA);
   e) Specific quotes and paraphrase citations include page numbers;
   f) Electronic citations have both URL and access date included;
   g) Secondary sources are from published books or peer-reviewed journal sources only.


"Mennonite Church Organized Here," The Saint Louis Argus, Friday, November 29, 1957.


Ibid., 44.

Robnett, 133.

In 1957 Delton Franz thus inherited a practice of racial integration along with a corpus of seminary students readily available to support Woodlawn’s ministry. A native Kansan and graduate of Bethel College and Mennonite Biblical Seminary, Franz had little experience in urban communities before coming to Woodlawn. Yet, serving as he did in a neighborhood troubled by crime, overcrowding, and property abandonment, he quickly gained a passion for urban ministry. Franz felt the crisis brought about by the seminary’s departure so keenly because

24 Eduardo Camacho and Ben Joravsky, Against the Tide: The Middle Class in Chicago (Chicago: Community Renewal Society, 1989), 44-45; Keeney, “Woodlawn Mennonite Church.”


h) Addendum:
Lecture citation
Follow this form:

Fname Lname, lecture in "Class name" (University), date, year.

Ex.:

Tobin Miller Shearer, lecture in "The Black Radical Tradition"
(University of Montana), December 15, 2011.

Website (not a journal)
Follow this form:

date, year).

Ex.:

“Google Privacy Policy,” last modified March 11, 2009,
December 15, 2011).