

Footnotes: (adapted from NPC English and History Departments with permission)

Use footnotes for direct quotations:

- To strengthen a statement by using the exact words of an authority
- To direct the reader to find more information
- To use the exact words of the original to support an idea presented
- To cite the source of an idea which is neither common knowledge or an original, personal idea
- When more than three words from an original source are used

A footnote must also be used when paraphrasing someone else's ideas, words, work.

The preferred method of footnoting is to list all of the footnotes in the order in which they appear in the essay on a separate page at the end of the essay but preceding the Works Cited page which is always the last page of the essay. This format for recording footnotes is also referred to as end notes.

Indicating quoted material:

Quotes of two or less printed lines are incorporated right into the sentences of your essay. You indicate that the words are taken from another source by setting them off with a comma and putting quotation marks around the words you are quoting. At the end of the quotation insert the number of the quote in a slightly elevated position. This directs the reader to the footnotes page at the end of the essay.

Example:

We can also see Hagar's pride when she is critical of Lottie's taste. While there to get her to buy her china she says, "My only thought was that she could count herself lucky to get the Currie things so reasonable."¹ Hagar doesn't see the irony of her criticism of Lottie's "...poor bone china"², when she is selling her own heirlooms to escape.

Quotes of more than two lines are treated differently. No quotation marks are used. A colon is used to set up the quote. The quote is single spaced. The quote is introduced and commented upon.

Example:

... and she is too proud to bend enough to tell Bram how she really feels about him. She says:

Looking down at him, a part of me could never stand him, what he'd been, and yet that moment, I'd willingly have called him back from where he's gone, to say even once what Marvin had said...³

but as usual, Hagar remains silent and doesn't communicate her feelings.

When putting someone else's work into your own words (paraphrase) do not use quotation marks, but do footnote the text.

Footnotes require the following information:

Author, Title of Work, City, Publisher, Date, page number.

Book Example:

1. Margaret Laurence, The Stone Angel, (Toronto, McClelland and Stewart, 1964), p.136.
2. Ibid., p.137.
3. Ibid., p.183.

Use Ibid when the next quote or paraphrase comes from the same source. Simply identify the page number.

Article Example:

1. Ducharme, "The Quebec Question", The Toronto Star, 17 May 2007, A9.
2. Hargrave, "Rating Ontario's Universities", Macleans, 24 April 2007, pp. 38-42.