

Global Studies Footnote Guide

In Global Studies, we will generally use footnotes and MLA formatting to cite sources. This sheet will summarize several guidelines to follow while also using footnotes to demonstrate their use.

Citation footnotes are used to give credit to your sources. To do this simply insert a footnote and the correct MLA citation in the footnote. Footnotes are listed numerically and consecutively. Footnote numbers will be superscripted by your word processing program. In your text, add a superscripted number immediately after the quote or reference cited with no space.¹

Remember, online MLA citation generators like the **EasyBib Bibliography Generator** in Google Docs are not perfect. YOU need to check and edit, if necessary, the citation to be sure it is in the correct MLA format.

All first footnote references from a source must be cited in full. Subsequent references of the same work may be shortened to include only the author's last name and page number. If the source cited has no author stated, use whatever minimal information is needed to identify the work previously cited, e.g. short title and page number.²

At other times, you may want to include a footnote to provide **additional information** or context about the source. Do this briefly, and minimize the number of times you do this as well as the length of any comment.³

Footnotes are given superscript numbers. Here are some examples:

- When a footnote must be placed at the end of a clause,¹ add the number after the comma.
- When a footnote must be placed at the end of a sentence, add the number after the period.²
- Numbers denoting footnotes should always appear after punctuation, with the exception of one piece of punctuation³—the dash.

The above examples show how footnotes are placed outside any punctuation that might be present (i.e., after a period if the note is at the end of a sentence and after a comma if the note is at the end of a clause). The exception to this is that the superscript numbers should be placed before dashes.⁴

¹ "Sample Footnotes in MLA Style." *A Research Guide for Students*, 16 Feb. 2018, www.aresearchguide.com/samplefootnote.html.

² "Sample Footnotes in MLA Style." 2018.

³ "Sample Footnotes in MLA Style." 2018. While this source mentions a *Works Cited* section, we will only use footnotes.

⁴ Scribendi, Inc. "What Are Footnotes and How Do You Use Them?" *Scribendi*, www.scribendi.com/advice/what_are_footnotes.en.html. 2018.