

## *The Bush School Library Guide to Footnotes and Parenthetical Notes*

### General Guidelines:

- MLA guidelines require in-text parenthetical notes, however, you may discuss with your teacher and decide whether to use parenthetical notes or footnotes
- Each parenthetical or footnote must refer to a document listed in your Works Cited at the end of the paper
- The function of the note is to refer the reader as efficiently as possible to the source work
- Keep the parenthetical note as brief as possible so as not to distract the reader from the flow of the text
- No urls
- Punctuation outside the note: blahblahblah (D'Angelo 436).

### Footnotes:

- If you use footnotes, use the Insert Footnote function under the References tab in Word or the equivalent in whatever word processing software you use.

### In-Text Parenthetical Note

- **Basic:** author's last name, page number (D'Angelo 436)
- **No page number:** author's last name alone (Williams)
- **No author name:** name of source, abbreviated as much as possible, page number if possible (*Encyclopedia of Africa* 14)
- **2 authors with same last name:** first initial plus last name (M. Ali 392)
- **More than 1 author:** last names of all authors, or first author plus et al (Chang, et al 118)
- **More than 1 source by same author:** author's last name, name of source, abbreviated as much as possible (Juarez, *Aztec Religion* 213)

In order to further abbreviate a parenthetical citation, try using an element of the note in the text of your paper like this:

"The problem had first come to light in 1926, according to noted historian Sylvia D'Angelo (436)."

For further guidelines on parenthetical notes, refer to the University of Maryland's "Citing Sources Using MLA." [http://www.lib.umd.edu/guides/citing\\_mla.html](http://www.lib.umd.edu/guides/citing_mla.html)