MACKELLAR GIRLS CAMPUS

Footnotes

When you use a direct quote or are using someone else's ideas, you MUST show where you got the information from. To do this you can use either footnoting **OR** in-text referencing (also known as in-text citations). You must consistently use one system in an assignment do not use both together. Check with your teacher which system they would like you to use.

At Mackellar we use the **APA referencing system**. You can use online referencing tools in Microsoft Word, Bibme and Endnote to help you format and keep track of your references.

Footnoting

Footnotes are numbers that should appear at the end of the quote/phrase/sentence/idea that needs to be acknowledged. They match numbers that appear at the bottom of the page that tell the reader where the information has come from.

- In most computer programs you can use an "Insert footnote" command.
- Click on the point in your sentence where you want your footnote and then find the insert footnote.
- A number will then appear in the text and at the bottom of the page.
- At the bottom of the page, next to the number, write the following details:
    - Author's last name or corporate author, date, page number
    - MacCulloch, 1996, p. 159
    - Many electronic sources do not have page numbers, so there is no need to include one.

- If you are referring to the same source twice in a row in your footnotes, you don't need to re-write the whole footnote, you can just write the word **"ibid"** (which means "as above")
- If you are referring to a source in your footnotes that you have already given details for in a previous footnote (but not the footnote immediately before), again you don't have to write the whole reference, you can just write the author's name followed by the words **"op cit"** (which means "already cited")

You must make sure that every source that appears in your footnotes is included in your reference list.

If you write down ANYTHING word for word from another source, whether it be an expert, textbook, class notes, etc, this is called a "quote" and MUST be placed in quotation marks and acknowledged in a footnote or by placing the author's name and the page reference in brackets at the end of the quote.

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In-text References

When you use a direct quote or are using someone else's ideas, you MUST show where you got the information from. To do this you can use either footnoting **OR** in-text references (also known as in-text citations). You must consistently use one system in an assignment do not use both together. Check with your teacher which system they would like you to use.

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In-text References

Insert your citations as you write. If you wait until later you might forget where the information has come from. APA allows for in-text references in three forms;

1. Anne Boleyn died "with dignity" (MacCulloch, 1996, p. 159) on 19 may 1536.
2. MacCulloch (1996, p. 159) has suggested…
3. MacCulloch (1996) argues that…(p. 159).

You should include

- Authors last name or the name of the corporate author
- The year of publication
- Page number (Note the spaces between p. and the actual number.)

These three styles can be used for all sources. Many electronic sources do not have page numbers so there is no need to include one.

- For two authors always use both author's last names every time you reference them e.g. (Smith & Taylor, 2000, p. 67).
- For more than two authors. Include only the surname of the first author followed by "**et al.**" (which means "and others"). For example (Smith et al., 2018, p. 5) or Smith et al. (2018) argue … .

You must make sure that every source you have referenced in-text is included in your reference list.

If you write down ANYTHING word for word from another source, whether it be an expert, textbook, class notes, etc, this is called a "quote" and MUST be placed in quotation marks and acknowledged using an in-text reference.