

Listing References

What's a Bibliography?

A bibliography is a list of all of the sources you have used in the process of researching your work. In general, a bibliography should include:

- the authors' names
- the titles of the works
- the names and locations of the companies that published your copies of the sources
- the dates your copies were published
- relevant page numbers (optional)

Different kinds of sources, such as magazine articles and chapters in multi-author volumes, may require more specific information to help your reader locate the material.

Ok, so what's an *Annotated Bibliography*?

An annotated bibliography is the same as a bibliography with one important difference: in an annotated bibliography, the bibliographic information is followed by a brief description of the content, quality, and usefulness of the source.

What are Footnotes?

Footnotes are notes placed at the bottom of a page. They cite references or comment on a designated part of the text above it. For example, say you want to add an interesting comment to a sentence you have written, but the comment is not directly related to the argument of your paragraph. In this case, you could add the symbol for a footnote. Then, at the bottom of the page you could reprint the symbol and insert your comment. Here is an example:

This is an illustration of a footnote.¹ The number “1” at the end of the sentence corresponds to the note below. See how it fits in the body of the text?

¹ At the bottom of the page you can insert your comments about the sentence preceding the footnote.

When your reader comes across the footnote in the main text of your paper, he or she could look down at your comments right away, or else continue reading the paragraph and read your comments at the end. Because this makes it convenient for your reader, most citation styles require that you use either footnotes or endnotes in your paper. Some, however, allow you to make parenthetical references (author, date) in the body of your work.

Footnotes are not just for interesting comments, however. Sometimes, they simply refer to relevant sources. In other words, they let your reader know where certain material came from, or where they can look for other sources on the subject.

To decide whether you should cite your sources in footnotes or in the body of your paper, you should ask your instructor.

Where does the little footnote mark go?

Whenever possible, put the footnote at the end of a sentence, immediately following the period or whatever punctuation mark completes that sentence. Skip two spaces after the footnote before you begin the next sentence. If you must include the footnote in the middle of a sentence for the sake of clarity, or because the sentence has more than one footnote (try to avoid this!), try to put it at the end of the most relevant phrase, after a comma or other punctuation mark. Otherwise, put it right at the end of the most relevant word. If the footnote is not at the end of a sentence, skip only one space after it.

What's the difference between Footnotes and Endnotes?

The only real difference is placement – footnotes appear at the bottom of the relevant page, while endnotes all appear at the very end of your document. If your notes are very important, footnotes are more likely to get your reader's attention. Endnotes, on the other hand, are less intrusive and will not interrupt the flow of your paper.

If I cite sources in the footnotes (or endnotes), how's that different from a bibliography?

In footnotes or endnotes, you are citing sources that are directly relevant to specific passages in your paper. In a bibliography, you are citing all of the sources that you researched, whether they relate to any specific part of your paper or not. So your bibliography might contain “extra” sources which you read, but did not specifically cite in your paper. Also, citations in footnotes or endnotes will always have page numbers, referring to the specific passages relevant to that part of your paper, while citations in bibliographies may have none (if you read an entire book, for example, you would not have to list specific page numbers in your bibliography. If you quoted the book, however, you would have to mention the page numbers in your notes).

What are “works cited” and “works consulted” pages?

Sometimes you may be asked to include these – especially if you have used a parenthetical style of citation. A “works cited” page is a list of all the works from which you have borrowed material. Your reader may find this more convenient than footnotes or endnotes because he or she will not have to wade through all of the comments and other information in order to see the sources from which you drew your material. A “works consulted” page is a complement to a “works cited” page, listing *all* of the works you used, whether they were useful or not.