

Notes

Notes appear throughout your paper. They tell the reader where you got your information from. You should use a note whenever you mention ideas, facts, words or opinions that you found in another source.

Notes appear as superscript numbers (e.g.¹⁴). These numbers should be placed directly after punctuation—usually after the period at the end of your sentence. The numbers correspond to either footnotes, which appear at the bottom of the page, or endnotes, which appear at the end of your paper. In Word, notes are numbered automatically. To insert a note, use **Insert→Footnote**.

Notes with a Bibliography

If you have been asked to include a bibliography in your paper, then your notes will only provide basic information about the source. This includes the author's last name, an abbreviated form of the title, and the page number (if you are referring to a fact or words that appear on specific pages).

e.g. Boudreau observes that Halifax “experienced dramatic socio-economic changes during the period from 1918 to 1935.”¹ During this interwar period, deindustrialization and rising unemployment led to increased crime rates within the port city.²

¹ Boudreau, *City of Order*, ix.

² Boudreau, *City of Order*, x.

Notes without a Bibliography

However, if you are not including a bibliography, then you need to provide complete publication the first time you cite a source in your notes. Use the short form of the note afterward.

e.g. Boudreau observes that Halifax “experienced dramatic socio-economic changes during the period from 1918 to 1935.”¹ During this interwar period, deindustrialization and rising unemployment led to increased crime rates within the port city.²

¹ Michael Boudreau, *City of Order: Crime and Society in Halifax, 1918-35* (Vancouver: UBC Press, 2012), PDF ebook, ix.

² Boudreau, *City of Order*, x.

For examples of notes that provide complete publication information, see below.

Books

1. John Weaver, *Crimes, Constables, and Courts: Order and Transgression in a Canadian City, 1816-1970* (Montreal: McGill-Queen's University Press, 2014), ProQuest Ebook Central.

2. Peter Malanczuk, ed., *Akehurst's Modern Introduction to International Law*, 7th rev. ed. (London: Routledge, 1997), 132.

3. Trudy Sable and Bernie Francis, *The Language of this Land, Mi'kam'ki* (Sydney, NS: Cape Breton University Press, 2012), 25.

Selections from Books

4. Adam Arenson, “The Destruction of the Past,” in *The Great Heart of the Republic: St. Louis and the Cultural Civil War* (Cambridge: Harvard University Press, 2011), 13.

5. Joan McFarland, “Self-Sufficiency in the Call Centre Industry,” in *Exploring the Dimensions of Self-Sufficiency in New Brunswick*, ed. Michael Boudreau, Peter G. Toner, and Tony Tremblay (Fredericton, NB: NBASRDC, 2009), 38.

Journal Articles

6. Carmen M. Mangion, "Faith, Philanthropy and the Aged Poor in Nineteenth-Century England and Wales," *European Review of History* 19, no. 4 (August 2012): 523, doi:10.1080/13507486.2012.697876.

7. Janet E. Mullin, "Cards on the Table: The Middling Sort as Suppliers and Consumers of English Leisure Culture in the Eighteenth Century," *Canadian Journal of History* 45, no. 1 (Spring/Summer 2010): 52, <http://web.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=7ee190ae-ddb1-4669-ae4f13dd8ab2bd68%40sessionmgr12&vid=4&hid=11>.

Bibliography

In addition to notes, your professor may ask you to provide a bibliography. A bibliography lists all the sources you consulted while writing your paper. This list appears on a new page at the end of your paper.

The title Bibliography should appear centred at the top of your page in the same font as the rest of your text. Organize your entries alphabetically according to the authors' last names. If an entry takes up more than one line, indent the 2nd and 3rd lines using 1 TAB key. In Word, you could also select the text, and then select Page Layout→Paragraph→Indentation→Special→Hanging. Double-space between entries.

Although your bibliography entries will contain the same information as the complete version of a note, this information is formatted differently. Pay close attention to the order of information, punctuation, etc. See examples below for details. You can compare these examples to the note examples on the reverse.

Books

Weaver, John. *Crimes, Constables, and Courts: Order and Transgression in a Canadian City, 1816-1970*. Montreal: McGill-Queen's University Press, 2014. ProQuest Ebook Central.

Malanczuk, Peter, ed. *Akehurst's Modern Introduction to International Law*. 7th rev. ed. London: Routledge, 1997.

Sable, Trudy, and Bernie Francis. *The Language of this Land, Mi'kam'ki*. Sydney, NS: Cape Breton University Press, 2012.

Selections from Books

Arenson, Adam. "The Destruction of the Past." In *The Great Heart of the Republic: St. Louis and the Cultural Civil War*, 9-27. Cambridge: Harvard University Press, 2011.

McFarland, Joan. "Self-Sufficiency in the Call Centre Industry." In *Exploring the Dimensions of Self-Sufficiency in New Brunswick*, edited by Michael Boudreau, Peter G. Toner, and Tony Tremblay, 35-57. Fredericton, NB: NBASRDC, 2009.

Journal Articles

Mangion, Carmen M. "Faith, Philanthropy and the Aged Poor in Nineteenth-Century England and Wales." *European Review of History* 19, no. 4 (August 2012): 515-530. doi:10.1080/13507486.2012.697876.

Mullin, Janet E. "Cards on the Table: The Middling Sort as Suppliers and Consumers of English Leisure Culture in the Eighteenth Century." *Canadian Journal of History* 45, no. 1 (Spring/Summer 2010): 49-81. <http://web.ebscohost.com/ehost/pdfviewer/pdfviewer?sid=7ee190ae-ddb1-4669-ae4f13dd8ab2bd68%40sessionmgr12&vid=4&hid=11>.