

## NOTES / ENDNOTES

Notes may appear at the end of each chapter or at the end of the thesis. They may be the same point size as the text or they may be reduced (up to two point sizes smaller; capital letters must be at least 1.5 mm in height). They do not substitute for the formal reference section.

### **When notes are placed after each chapter:**

1. Note sections may be called Notes or Endnotes.
2. Each chapter's notes will appear immediately after the chapter material. This section may be placed on a new page or continue on the last page of the text.
3. The title Notes / Endnotes may appear in the Table of Contents as a first order subheading. In the text, the word Notes or Endnotes will follow the established style of first order subheadings.
4. Numbering of Notes / Endnotes should be consecutive and begin with 1 for each chapter.
5. Spacing of the section should be single space within each note and the spacing of the text between notes, or the entire section may follow the spacing of the text.
6. Note / Endnote sections do not substitute for the Thesis Manual requirement of a formal reference section. See Thesis Manual, page 26.
7. If using a journal model with no reference section, consult the journal model guide for note entries. If a further style guide for the organization of the thesis reference section is needed, the student should consult the *MLA Handbook*, the *Chicago Manual of Style* or *APA* (whichever the journal uses as a style guide).

### **When all notes are placed after the last chapter:**

1. Note sections may be called Notes or Endnotes.
2. All notes will appear immediately after the concluding chapter (before the reference section). This section must be placed on a new page.
3. The title Notes / Endnotes must appear in the Table of Contents as a major section. In the text, the word 'Notes' or 'Endnotes' will follow the established style of the other major headings (centered, all capital letters, etc.).
4. Numbering of Notes / Endnotes should be either consecutive beginning with 1 in each chapter (start the numbering from 1 for each chapter) or numbered consecutively throughout the entire document. If each chapter's notes begin with 1, there must be an indication of the chapter number before each chapter's notes (Chapter I notes, Chapter II notes, etc.).
5. Spacing of the section should be single space within each note and the spacing of the text between notes or the entire section may follow the spacing of the text.
6. Note / Endnote sections do not substitute for the Thesis Manual requirement of a formal reference section. See Thesis Manual, page 26.
7. If using a journal model with no reference section, consult the journal model guide for note entries. If a further style guide for the organization of the thesis reference section is needed, the student should consult the *MLA Handbook*, the *Chicago Manual of Style* or *APA* (whichever the journal uses as a style guide).

**Placement of footnotes:**

Footnotes must appear on the same page that they are first mentioned. The font size of the footnotes may be reduced in size from that used in the document (If you reduce the font size of your footnotes you must also reduce the font size of your journal model sentence). The minimum size for numbers and upper-case letters is 1.5 millimeters.

The following is a description of a common problem encountered by many students using footnotes.

**Symptoms**

Part of all of a foot note may be moved to the next page from which the reference occurs.

**Cause**

If a footnote does not fit in the available space, part of it, and in some cases all of it, may be moved to the next page automatically. The amount of space available depends on the amount of text on the page, the margin settings, and the number and length of the footnotes.

**Solution**

On the Tools menu, choose Options.

Select the Compatibility tab and *uncheck* the “Lay out footnotes like Word 6.x/95/97” box. (This requires scrolling down through the list of items). You may also choose to *check* “Use printer metrics to lay out document” for further page specifications.

For additional help, please visit <http://www.mvps.org/word/FAQs/Formatting/FootnoteOnDiffPageContent.htm>.