

In the Footnoting system of referencing, a superscripted numeral in the text corresponds to a footnote (a note at the bottom of the same page). Footnote numbers should be placed at the end of a sentence or clause, after any punctuation marks.

1. Footnotes in the texts
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1. Footnotes in the text

❖ **Short direct quotes**

If the quote is less than about thirty words, or not more than three lines, use **single inverted commas** and include the quote in the text.

Example

The relationship between the individual and the community has always concerned American writers and 'is strongly linked with the lack of cultural tradition and over-anxiety for cohesion.'¹

❖ **Long direct quotes**

Longer direct quotes (more than 30 words or three lines) are indented and *no* quotation marks are used. As well, spacing is reduced.

Example

Calder observes that life in the mining camps of Montana:

was often a hand to mouth existence. Just keeping alive, assuming you avoided the bullets, could be an expensive business. Basic foodstuffs, flour, coffee, sugar, were catastrophically expensive, as the mining camps were in full swing long before effective systems of bulk transportation were in operation.¹

NOTE: Use a *colon* before a longer direct quote.

❖ **Indirect quotes or paraphrases**

If you use your own words to express the ideas or opinions of other writers, or you have summarised the work of another author using your own words, the result is an **indirect quote**, which must still be referenced. Indirect quotes are included in the text and inverted commas are not used.

2. Punctuation style for footnote references

❖ **Capitalisation style**

Maximal capitalisation—Use capitals for the first word of the title, each major word in the title, each major word in the subtitle. *For titles and subtitles of books, use maximal capitalisation.*

e.g. Gangland: Cultural Elites and the New Generationaism

Minimal capitalisation—Use capitals for the first word of the title, proper nouns and the first word of the subtitle. *Use minimal capitalisation for titles of journal articles, short stories or chapters of books.*

e.g. Gangland: Cultural elites and the new generationaism

3. Footnote reference items

Study the following examples carefully:

1. A book with a single author

J. Calder, *There Must be a Lone Ranger: The Myth and Reality of the American Wild West*, London, 1976, p. 58.

2. An article/chapter in a book

F. Moorhead, 'Equal writes', in *Killing Women: Rewriting Detective Fiction*, ed. D. Bird, Sydney, 1993, p. 101.

3. A journal article

F. Marenco, 'The rise and fall of irony', *World Literature Today*, 71, 2, 1997, p. 305.

4. A World Wide Web page

As with all other references, the purpose is to provide the reader with sufficient information to enable access to the web site. You should indicate in the reference what you looked at, its web address and when you accessed the site. It is preferable to isolate the web address in angle brackets to separate it from the footnote's punctuation.

R. Harris, Evaluating Internet Research Sources,
<http://www.scu.edu.au/faculty/R_Harris/evalu8it.htm>, accessed 10 October 1999.

A. M. Sellar (trans.), *Bede's Ecclesiastical History of England*, London, 1907, Book 1, chap.v (unpaginated), in Christian Classics Ethereal Library,
<<http://www.ccel.org/b/bede/history/htm/v.vi.htm>>, accessed 13 September, 2002.

NOTE: If the site has been updated, include a revision date. If there is no specified author, begin with title.

'Eureka', revised February 1999,
<<http://www.amol.org.au/eureka/gallery1/index.htm>>, accessed 27 September, 2002.

4. Continued references to the same work

If you are writing a footnote reference that is a REPEAT of a footnote that you have already used, then the full reference format is replaced by a shortened form. There are TWO main rules for continued references:

❖ Reference immediately following is to the same work

1. J. Calder, *There Must be a Lone Ranger: The Myth and Reality of the American Wild West*, London, 1976, p. 58.
- 2 *Ibid.*, p. 147.

NOTE: *Ibid.* = *ibidem* = in the same work as the previous

❖ Reference to a work already cited, but not immediately before

1. J. Calder, *There Must be a Lone Ranger: The Myth and Reality of the American Wild West*, London, 1976, p. 58.
2. D.H. Donald, *Lincoln*, London, 1996, p. 320.
3. Calder, *There Must be*, p. 219.

For more detailed information about using the Footnoting system, see the Referencing section of the ASO fact sheets: [Footnoting](#)