

Cite Your Sources  
Writing Contest  
Genealogical Forum of Oregon

Documentation, showing where you got your information, is required for the GFO Writing Contest. This documentation will be in the form of endnotes or footnotes, your choice. Every fact that is not common knowledge needs a footnote or endnote. For information about how footnotes and endnotes work in genealogy, get Elizabeth Shown Mill's *Evidence: Citation & Analysis for the Family Historian*. Baltimore, MD: Genealogical Publishing Company, 1997. The GFO also has this for your use while at the library. The first time you cite a source, you will give the primary citation as given in Mill's book and every subsequent time, you will give a shorter version.

If you have Microsoft Word, you can add footnotes and endnotes easily, once you know how. It is preferable to use software to add footnotes because: 1. the footnotes and endnotes will be formatted correctly, including superscript numbers and 2. if you add or remove footnotes and endnotes, Word will automatically renumber your notes.

In Word use the following steps to add footnotes or endnotes:

1. Place cursor in the spot in your text that you want to add a reference number.
2. Click on the "Insert" menu in the toolbar at the top of the screen.
3. Select "Reference" from the drop down menu.
4. Click on "Footnote" to bring up the Footnote formatting screen.
5. Click on "Footnote" and select "bottom of page" in the drop down menu associated with footnotes, or
6. Click "Endnote" and select "end of document" in the drop down menu associated with endnotes.
7. Select the "1, 2, 3, . . ." numbering format.
8. Click the "Insert" button.
9. You will now notice a superscript number in the text like this --><sup>1</sup>, and
10. A line at the bottom of the text and place to type your citation, as you can see below.

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<sup>1</sup> Word help files

Give it a try, and if you have a software other than Word, consult their help files to find out how to add footnotes and endnotes. It's probably similar to MS Word.