**Endnotes**

An **endnote** is source citation that refers the readers to a specific place at the end of the paper where they can find out the source of the information or words quoted or mentioned in the paper. When using **endnotes**, your quoted, paraphrased sentence, or summarized material is followed by a superscript number.

**How to format Endnotes in your narrative:**

Insert a superscript by highlighting the number and then clicking on the x1 key located in the font group in the ribbon located above in the HOME tab OR hitting the control key + the shift key + the equal sign (=).

A superscript is inserted after the punctuation mark. (Ex. Blah blah blah.1  OR “Blah blah blah”,1 according to the author. OR Blah blah blah1 – (superscript goes before a long dash).

There is no space between the text and superscript.

Keep superscripts in numerical order.

**Notes Page**

**How to format your Notes page:**

Center the title **Notes** at the top of your page

Page is double spaced

Notes (citations) go in numerical order

Indent your first line

Subsequent *lines* are left justified

Subsequent *references* of the same work may be shortened to include only the author’s last name and page number from the text. If no author is available, cite title of the text. (Do not use ibid or op.cit)

This page will be included in the header information

Notes page will go before your Works Cited page