Footnotes are a way of giving credit to your sources. Every source that you footnote will also be listed in your bibliography. The first time you footnote a source, you will give a fairly full footnote. After the first time you footnote a source, the later footnotes list only the last name of the author, title of work, and the page number. On this handout, you will see the first and second footnote. On the back of this page is a paragraph demonstrating proper use of footnotes.

### A BOOK
First Name Last name, *Title*. (Location: Press, Year), Page.


### A CHAPTER, ESSAY, POEM, OR STORY IN A BOOK
First Name Last Name, “Title.” in *Book Title*, edited by First Name Last Name (Location: Press, Year), Page.


### A JOURNAL ARTICLE (A JOURNAL IS SCHOLARLY, AND INTENDED TO BE READ BY EXPERTS.)
First Name Last Name, “Article Title,” *Journal Title* Vol, no. Number, (Year): Pages.


### A MAGAZINE OR NEWSPAPER ARTICLE (THESE ARE INTENDED TO BE READ BY EVERYONE.)
Last Name, First Name. “Article Title.” *Newspaper or Magazine Title*, Date, Edition if Stated, Pages.


### A WEBSITE OR BLOG
Include all of the following information that you can determine: Author Name, “Title of Page,” Sponsor of Site (if blog) Accessed Date or Last Modified Date url.

2. Hamburg, “Food Safety.”

### A JOURNAL, MAGAZINE, OR ARTICLE FROM AN ONLINE DATABASE
For an article downloaded from an online database, add the doi (digital object identifier) or url in the first citation.


### A SOURCE WITH MULTIPLE AUTHORS
If there are four authors or fewer, list them all. If there are five authors or more, list only the first author and write “et al.” (Latin for “and others.”) This applies to the first time a source is cited as well as subsequent citations.

### USING “IBID”
If the same source is being used in adjacent footnotes, you can simply write “Ibid” and the page number. See the other side of this handout for an example. “Ibid.” is short for “Ibidem,” which is Latin for “in the same place.”
In order for writing to be a process of discovery, writers must leave a lot of time for revision. In *The Elements of Teaching Writing*, the authors state that “first thoughts on a topic aren’t often our best thoughts.”¹ Peter Elbow advocates for a writing process that disorients the writer, precisely because this will result in unexpected conclusions.² He writes, “Ideally, you should not choose in advance what you are going to end up with.”³ Some students think of writing as building a wall,⁴ where words are like bricks, and cannot be moved once they are placed. These students do not revise, because they see each essay, “as a fixed piece, frozen in time, that just needs some editing.”⁵ Most students, however, say that they do not revise because of a lack of time.⁶ Finding the time to revise is difficult, but it is the only way to for writing to be a process of discovery.

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³ Ibid, 50.
⁴ Gottschalk and Hjorshoj, *The Elements*, 65.