

## Sample Paragraph with Footnotes and a Bibliography

In the field of music, we use the *Chicago Manual of Style* (CMS) citation system (not MLA or other systems); see the chart on the following pages for examples of how to format footnotes and bibliography entries for various kinds of items. When using footnotes (or endnotes), the numbers are consecutive through the course of the paper—you don't use the same footnote number for several quotes. Each quotation gets its own number. If the same item (source) appears several times in your footnotes, you can abbreviate the reference in the second, third, fourth (etc.) appearance, but be sure to give the page number each time. [**Note:** nearly all word processing programs will create footnotes for you easily and painlessly. In many versions of Microsoft Word, you use your "Insert" Menu and locate "Footnote"; follow the dialogue boxes.]

Here is an example of what footnotes (or endnotes) look like, if you had used two sources in this paragraph:

### Sample student paper prose:

Blah blah blah, blah, blah blah, and Swain notes, "blah blah blah."<sup>1</sup> Gaar disagrees, arguing, "blah, blah blah."<sup>2</sup> Both authors agree that there are three main issues, but Swain thinks number two is most important.<sup>3</sup> Gaar, on the other hand, thinks that blah blah blah.<sup>4</sup> It is possible that neither author is correct, although Swain raises an interesting point, saying, "blah, blah, blah."<sup>5</sup>

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### (imagine that this is at the bottom of page):

<sup>1</sup> Joseph P. Swain, *The Broadway Musical: A Critical and Musical Survey* (New York: Oxford University Press, 1990), 136. [**<--- the first time you quote or paraphrase from this book**]

<sup>2</sup> Gillian G. Gaar, *She's a Rebel: The History of Women in Rock & Roll* (Seattle: Seal Press, 1992), 101-2.

<sup>3</sup> Swain, *Broadway Musical*, 153. [**<--- the second time you cite Swain's book**]

<sup>4</sup> Gaar, *She's a Rebel*, 106. [**<--- the second time you cite Gaar's book**]

<sup>5</sup> Swain, *Broadway Musical*, 187. [**<--- the third time you cite Swain's book**]

Note that the footnotes are numbered consecutively through the course of your document. In the big chart on the next page, No. "1" indicates the proper citation to use for the first footnote to a source in your paper; the "2" shows the shorter footnote citation used for the second (and third, fourth, etc.) reference to that same item.

Here is an example of what the Bibliography should look like, if you had used five sources overall:

### (imagine that this follows the last page of your paper):

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### Bibliography

Amos, Tori. *Little Earthquakes*. Atlantic 7 82358-2

Gaar, Gillian G. *She's a Rebel: The History of Women in Rock & Roll*. Seattle: Seal Press, 1992.

Loewe, Frederick. *My Fair Lady*. Original Cast. Columbia CK 2015

Rodgers, Richard. *Oklahoma!* Original Movie Soundtrack. Angel ZDM 7 64691 2

Swain, Joseph P. *The Broadway Musical: A Critical and Musical Survey*. New York: Oxford University Press, 1990.