7 Notes and bibliographies

Notes and bibliographies tend to be used sparingly in departmental publications, and only a brief introduction to the subject is presented here. However, ethics and copyright laws require you as an author to identify your sources, especially if you are quoting directly. For detailed recommendations, please refer to the style guides listed in Section 10, "Resource list."

7.1 Notes

Notes present explanatory or supplementary material or identify the source of a quotation, fact or concept. They can be positioned as footnotes or endnotes. If only a few notes are needed and the material is concise, choose the footnote format. Endnotes are the better choice when the material is longer; they can be placed at the end of each chapter or at the end of the document. Lengthy material should be incorporated into the text or placed in an appendix at the end.

Footnotes or endnotes to the text are numbered consecutively throughout the document or chapter with superscript arabic numerals. The note number should be outside any adjacent punctuation (except a dash).

> This footnote number is correctly positioned.[1]

Another way to present notes that identify the source of a quotation or concept is via the author-date system. In this method, the author's last name and the date of publication of the work in question are both enclosed in parentheses within the text. The full details of publication are then listed in the bibliography.

> As one historian reminds us (Roy 1992), the churches rarely published statistics about missionary conversions.

Ensure that it is clear what specifically the note is referencing.

A footnote or endnote must provide enough information to enable the reader to find the source document. It is your responsibility as the author to ensure that the information is accurate and complete.

If the work cited is a book, include:
- full names of the author or authors (first name, last name)
- complete title
- editor, compiler or translator, if applicable
- name of series, if applicable