



Notes appear throughout your paper. They tell the reader where you got your information from. You should use a note whenever you mention ideas, facts, words or opinions that you found in another source.

Notes appear as superscript numbers (e.g. ¹⁴). These numbers should be placed directly after punctuation—usually after the period at the end of your sentence. The numbers correspond to either footnotes, which appear at the bottom of the page, or endnotes, which appear at the end of your paper. In Word, notes are numbered automatically. To insert a note, use

If you have been asked to include a bibliography in your paper, then your notes will only provide basic information about the source. This includes the author's last name, an abbreviated form of the title, and the page number (if you are referring to a fact or words that appear on specific pages).

e.g. Boudreau observes that Halifax “experienced dramatic socio-economic changes during the period from 1918 to 1935.”¹ During this interwar period, deindustrialization and rising unemployment led to increased crime rates within the port city.²

¹ Boudreau, *City of Order*, ix.

² Boudreau, *City of Order*, x.

However, if you are not including a bibliography, then you need to provide complete publication the first time you cite a source in your notes. Use the short form of the note afterward.

e.g. Boudreau observes that Halifax “experienced dramatic socio-economic changes during the period from 1918 to 1935.”¹ During this interwar period, deindustrialization and rising unemployment led to increased crime rates within the port city.²

¹ Michael Boudreau, *City of Order: Crime and Society in Halifax, 1918-35* (Vancouver: UBC Press, 2012), PDF ebook, ix.

² Boudreau, *City of Order*, x.

For examples of notes that provide complete publication information, see below.

1. John Weaver, *Crimes, Constables, and Courts: Order and Transgression in a Canadian City, 1816-1970* (Montreal: McGill-Queen's University Press, 2014), ProQuest Ebook Central.

2. Peter Malanczuk, ed., *Akehurst's Modern Introduction to International Law*, 7th rev. ed. (London: Routledge, 1997), 132.

3. Trudy Sable and Bernie Francis, *The Language of this Land, Mi'kam'ki* (Sydney, NS: Cape Breton University Press, 2012), 25.

4. Adam Arenson, “The Destruction of the Past,” in *The Great Heart of the Republic: St. Louis and the Cultural Civil War* (Cambridge: Harvard University Press, 2011), 13.

5. Joan McFarland, “Self-Sufficiency in the Call Centre Industry,” in *Exploring the Dimensions of Self-Sufficiency in New Brunswick*, ed. Michael Boudreau, Peter G. Toner, and Tony Tremblay (Fredericton, NB: NBASRDC, 2009), 38.

