

Sample Paragraph with Footnotes and a Bibliography

In the field of music, we usually use the *Chicago Manual of Style* (CMS) citation system (not MLA, APA, etc.); 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 quotations from the same source. Each reference gets a new, sequential 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" or "References" Menu and locate "Footnote"; follow the dialogue boxes to create automatically numbered footnotes, easy as pie!]

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

Sample student paper prose [which would be double-spaced, of course]:

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

_____ (imagine that these footnotes are at the *bottom* of the page):

¹ 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**]

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

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

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

⁵ 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:

(imagine that the list below constitutes the **last page** of your paper):

Bibliography

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

Gaar, Gillian G. *She's a Rebel: The History of Women in Rock & Roll*. 2nd ed. New York: Seal Press, 2002.

Loewe, Frederick. *My Fair Lady*. Original Broadway Cast. Columbia CK 2015, compact disc. [2015 = publisher #, not the year!]

Regal Corporation. "Interesting Webpage." Interesting Website. Last modified 2017. <http://web.org>.

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