

## **GUIDE TO FOOTNOTING                      17.42**

### **1. WHEN to footnote:**

At MIT everyone -- students, faculty, and staff-- is expected to credit all sources of information (except course lectures and textbooks for papers written for that particular subject). Failing to credit sources is a form of intellectual theft and puts you at risk of plagiarism, a serious offense.

When you restate ideas which are not your own, mention the author and her/his work. Although when paraphrasing ideas, you do not need to formally footnote them, you do well to mention authors and sources/books/articles. Whenever you use the actual words of a writer, you **MUST** quote that author and cite the reference where you found the ideas and wording. (See the format to use below). See the following sites for more information about crediting others' ideas.

<http://web.mit.edu/writing/Citation/plagiarism.html>

<http://mit.edu/uaap/learning/teach/integrity/index.html>

<http://web.mit.edu/academicintegrity/>

### **2. The BASICS for proper footnote form.**

- Generally, use Kate Turabian (*A Manual for Writers*, pp. 117-146) style footnotes, close to the Chicago manual style (it uses "p. 117" rather than just "117"). Use footnotes throughout the paper, not endnotes, eliminating the need for a bibliography in short papers.

The first time you refer to a source, give the full citation in your footnote –

**first name of author, last name, Title of work, (place: publisher, date of publication), page number.** Further references to the same source can cite simply the author's last name, then page number. Since every source gets fully cited at least once, there is no need for a bibliography or works cited at the end of paper. That's the standard in political science. For example...

- For books:

Stanley Hoffman, *Duties Beyond Borders: On the Limits and Possibilities of Ethical International Politics* (Syracuse, NY: Syracuse University Press, 1981), 76-82.

- For articles in a journal:

Emanuel Adler, "Seizing the Middle Ground: Constructivism in World Politics." *European Journal of International Relations*, Vol. 3, No. 3 (September 1997), 319-363.

- For Articles in an edited book:

Samuel E. Finer, "State- and Nation- Building in Europe: The Role of the Military." In Charles Tilly, ed., *The Formation of National States in Western Europe* (Princeton: Princeton University Press, 1975), 103-106.

- For an Internet source: give name of the site (organization of source, if available), full address, and date you checked it out.

2. If a source appears for a second time immediately after the first (that is, with no footnotes separating the two), use:
  - Ibid, 34-38.
3. If a source appears for a second (or more) time but not right after the first (that is, some other footnote separates between the two), use a shorthand for the citation:
  - Hoffman, *Duties Beyond Borders*, 83-85.

MIT OpenCourseWare  
<http://ocw.mit.edu>

17.42 Causes and Prevention of War  
Spring 2009

For information about citing these materials or our Terms of Use, visit: <http://ocw.mit.edu/terms>.