

Footnotes, Bibliography, and Zotero: A Guide

The Importance of Bibliography

Academic research involves understanding what others have discovered and building upon their work to add new insights. No one can start entirely from scratch. Before embarking on any research, it is essential to examine what others have already done in the field. Properly using and citing sources is one of the most fundamental skills in scholarly writing.

Why You Must Cite Sources

There are several reasons to cite sources accurately. The most important is to avoid plagiarism, but citations also demonstrate the scholarly community you engage with and reveal the quality of your research. A well-constructed bibliography shows readers the intellectual traditions and conversations that informed your work.

To Avoid Plagiarism

The primary reason for citing sources is to give credit to the original authors. Using another person's ideas or words without acknowledgment constitutes plagiarism, which is considered the most serious academic offense. Accuracy and honesty in attribution are the fundamental obligations of any scholar.

As an Index of Your Research

A bibliography also serves as a concentrated index of your scholarly reading. Editors, peer reviewers, and readers often examine a paper's bibliography before reading the text itself, because it reveals the author's intellectual background and the conversations in which the work participates.

To Acknowledge Your Scholarly Community

The authors you cite are your academic conversation partners. Whether you agree with them, build on them, or critique them, they have shaped your thinking, and acknowledging them is a form of scholarly respect.

Avoiding Plagiarism

Plagiarism means taking another person's work—in whole or in part—and presenting it as your own without permission or acknowledgment. It is treated primarily as an ethical and moral violation in academia.

Plagiarism vs. Imitation and Homage

Plagiarism differs from imitation. Imitation involves recreating something in your own manner, while **parody** (Parody) borrows from an original source but acknowledges it and transforms it satirically. **Homage** (hommage) similarly imitates specific scenes or lines as an expression of respect for another artist's work. Both are distinguished from plagiarism by their transparent acknowledgment of the source.

Plagiarism Screening Guidelines

The following guidelines, based on both Korean Ministry of Education standards (2008) and American academic norms, identify four situations in which citation is required:

Six or More Consecutive Words Match

If six or more consecutive words from a source appear in your text, you must place them in quotation marks and cite the source.

Paraphrase with the Same Meaning

Even when the wording is changed to your own words, if the essential meaning is borrowed, you must cite the source. Quotation marks are not required, but the citation is.

Identical or Essentially Similar Data or Claims

When using another author's data, findings, or core propositions, citation is required even without quotation marks. If you borrow a specialized term, you may place it in quotation marks.

Self-Plagiarism

Reusing a substantial portion of your own previously published work in a new piece without acknowledgment is called self-plagiarism. Even your own prior work must be cited if it has been published elsewhere.

Citation and Bibliography Styles

Several internationally recognized citation systems exist, each used in different disciplines. American citation styles have become increasingly influential worldwide.

Major Citation Styles

The major American citation styles include APA (American Psychological

Association), Chicago/Turabian, Harvard, MLA, and ACS. The Chicago Manual of Style, published by The University of Chicago Press, is one of the most authoritative guides. It is divided into two main systems: the **Humanities Style** (notes and bibliography) and the **Social Science Style** (author–date). The Turabian style is identical to the Chicago Humanities Style. **Unless otherwise specified by your instructor, GMU uses Turabian (Chicago Humanities Style) as its standard.**

General Bibliography Formatting Principles

The following principles apply to bibliography formatting in English-language academic writing:

1. Use only characters available on a standard keyboard to ensure compatibility across different word processors and computer systems.
2. In English-style citations, enclose article titles in quotation marks and format book titles in *italics*. The older practice of underlining book titles is no longer used.
3. In a bibliography entry, for English-language sources the author's last name is listed first; in footnotes, the first name comes first.

TURABIAN (Chicago Humanities Style): Bibliography Formatting

Note that the format for bibliography entries differs from footnote format. The main differences are: (a) bibliography entries use periods to separate elements, while footnotes use commas; (b) in bibliography entries, the author's last name comes first.

Rules for Turabian Bibliography

1. Article titles go in quotation marks; book titles are in *italics*. Underlining is obsolete.
2. In bibliography entries, the author's last name is written first. In footnotes, first name comes first.
3. If multiple works by the same author follow each other, subsequent entries may use eight underscores in place of the name, though writing the name each time is now more common.
4. No blank lines between bibliography entries.
5. Entries are sorted alphabetically by author's last name.
6. Punctuation (commas, periods) must be exact; no comma before a parenthesis.
7. Bibliography entries use periods between elements; footnotes use commas.
8. For journal articles: in footnotes, write (38 (1996): 11-18) with a space after the colon; in the bibliography list, omit the space (38 (1996):11-18).

9. When a single bibliography entry runs to a second line, indent the second and subsequent lines 0.5 inch from the left margin (hanging indent). This must be set using the paragraph indent tool, not the spacebar.

Turabian Bibliography Examples

(Encyclopedia/Reference)

Encyclopedia of Historical Science, 2nd ed. "Calvinism" by Nancy Ring Brenner.

Encyclopedia of Historical Science, 2nd ed. "Whig Interpretation of History" by Rudolph Klein.

(Newspaper/Weekly Magazine)

"Historians at War Again." *Los Angeles Dispatch*, January 14, 1969.

(Single-Author Book)

Parton, Norman. *Ancient and Modern Thinking*. London: Fernival & Ashwood, 1956.

(Journal Article)

Roland, Cleveland. "Machiavelli and Modern History." *Journal of the Philosophy of History* 14 (February 1949):46-60.

(Same Author, Multiple Works)

Stanforth, Charles. *Cyclical Theory in Arnold Toynbee*. London: Greath & Sons, 1950.

Stanforth, Charles. *The Study of History*. New York: Crown, 1961.

(Edited Volume, Multiple Editors)

Arnold, Michelle & Mary Swope, eds. *New Trends in Historiography*. Philadelphia: Claxton, 1972.

(Internet Source: Author. Date accessed. Title. URL. Publisher/Webmaster. Language.)

Fayetteville State University (29 March 2006). *Mentoring program survey: Student/Protégé*.

<http://www.uncfsu.edu/univcoll/mentoring/mentoringsurveystdnt.htm>:

Fayetteville State University. English.

(Unpublished Work: Author. Title. Place. Year.)

Kim, Hyunwan. "Library Information Lecture Notes." Grace University, 2012.

Turabian Footnote Examples

Footnote format differs from bibliography format in several ways: elements are separated by commas (not periods); the author's first name comes first; and publication details are enclosed in parentheses. The following examples illustrate proper footnote formatting. Numbers represent footnote numbers; text in (()) is explanatory only and does not appear in actual footnotes.

Footnotes Used Once

1. Indent the footnote number 0.5 inch; align the remaining text to the left margin.
2. All elements (author name, title, publisher details, year) are separated by commas.
3. Publication details (city: publisher, year) are enclosed in parentheses.
4. In English references, capitalize properly: articles and prepositions in titles are lowercase unless they are the first word.
5. For a single page citation, use lowercase p.; for multiple pages, use pp. For journal articles, omit p./pp.
6. In footnotes (unlike bibliography), the author's first name comes first.

1 Stanford E. Lehmborg, "Early Tudor Parliamentary Procedure: Provisos in the Legislation of the Reformation Parliament," *English Historical Review* 34 (January 1970): 2-3. ((Journal article, more than one page))

2 Crane Brinton, *A Decade of Revolution 1789-1799* (New York: Harper and Brothers, 1934), pp. 18-22. ((Single-author book))

3 T. W. Wallbank and A. M. Taylor, *Civilization Past and Present*, 2 vols., rev. ed. (Chicago: Scott, Foresman, 1954), v. 2, pp. 104-117. ((Multiple authors))

4 Eugene C. Black, ed., *Posture of Europe 1815-1940* (London: Dorsey Press, 1964), p. 102. ((Edited volume))

5 "America's Interest in the Cuban Economy," *News Review* (January 20, 1936), p. 9. ((Newspaper/magazine article))

Subsequent Citations of the Same Source

When a source is cited again after its first full citation, use only the author's last name and the page number. "Ibid." and "op. cit." are no longer used.

1 Charles Stanforth, *The Study of History* (New York: Crown, 1961), pp. 42, 122-127. ((Book, first citation))

2 Cleveland Roland, "Machiavelli and Modern History," *Journal of the Philosophy of History* 14 (February 1949): 49. ((Article, first citation))

3 *Encyclopedia of Historical Science*, 2nd ed., "Whig Interpretation of History," by Rudolph Klein. ((Encyclopedia, no page needed))

4 Charles Stanforth, *Cyclical Theory in Arnold Toynbee* (London: Greath & Sons, 1950), p. 42. This source treats a specific topic in detail, while Norman Parton, *Ancient and Modern Thinking* (London: Fernival & Ashwood, 1956), pp. 98-106, addresses the broader subject more generally.

((Supplementary note))

5 "Historians at War Again," *Los Angeles Dispatch*, (January 14, 1969), sec. B, p. 2. ((Newspaper article))

6 Michelle Arnold and Dana Swope, eds., *New Trends in Historiography* (Philadelphia: Claxton, 1972), p. 104. ((Edited volume))

7 Stanforth, *Cyclical Theory*, p. 14. ((Different work by same author, subsequent citation))

8 Roland, p. 50. ((Subsequent citation, same author and work))

9 (29 March 2006). *Mentoring program survey: Student/Protégé*, <http://www.uncfsu.edu/univcoll/mentoring/mentoringsurveystdnt.htm>: Fayetteville State University. English. ((Internet source))

APA Citation Style

The APA style (American Psychological Association) is used primarily in the social sciences. It is equivalent to the Chicago Social Science Style. The key differences from Turabian are:

1. In the bibliography/reference list, APA places the publication year immediately after the author's name. Turabian places it at the end.
2. APA does not use footnotes. Instead, short in-text citations (author, year, page) appear in parentheses in the body of the text. Explanatory notes, if needed, are placed as endnotes. Turabian uses footnotes at the bottom of each page.
3. APA section headings do not use numbering. Turabian uses a numbering system based on the document's structure.

APA Reference List Examples

(Single-author book)

Forman, R., Jones, J., & Miller, Bruce. (2004). *The leadership baton*. Grand Rapids: Zondervan.

(Book with subtitle)

George, P. (1994). *College teaching abroad: A handbook of strategies for successful cross-cultural exchanges*. Boston: Allyn and Bacon.

(Doctoral dissertation)

Giles, G. W. (1998). The relationship of intercultural competence to ministry effectiveness in the Christian college context. Doctoral dissertation, Trinity Evangelical Divinity School.

(ERIC/online document)

Gallimore, R., et al. (1992). *The developmental and sociocultural foundations of mentoring*. Unpublished document, Columbia University, Institution for Urban and Minority Education, New York. (ERIC Document Reproduction Service No. ED354292)

(Chapter in an edited volume)

Goodenough, W. (1987). Multiculturalism as the normal human experience. In E. M. Edy & W. L. Partridge (Eds.), *Applied anthropology in America* (2nd ed.). New York: Columbia University Press.

(Journal article)

Granfield, R. (1991). Making it by faking it: Working-class students in an elite academic environment. *Journal of Contemporary Ethnography*, 20, 331-351.

(Edited book)

Griggs, L. B., & Louw, L. (Eds.). (1995). *Valuing diversity: New tools for new reality*. New York: McGraw-Hill.

(Internet source)

Fayetteville State University. (29 March 2006). *Mentoring program survey: Student/Protégé*.
<http://www.uncfsu.edu/univcoll/mentoring/mentoringsurveystdnt.htm>: Fayetteville State University. English.

(Unpublished work)

Kim, Hyunwan. (2012). "Library Information Lecture Notes." Grace University.

APA In-Text Citation Examples

In APA style, sources are cited within the text using a short parenthetical citation (Short Citation) rather than footnotes. Include the author's name, publication year, and page number. Use (p.) for a single page and (pp.) for multiple pages. If the author and year have already been mentioned in the same sentence, include only the page number.

Writing Quotations

For quotations of three lines or fewer (or 30 words or fewer), use quotation marks

and incorporate the passage into the body of the text. If part of the original passage is omitted, use an ellipsis (...) to indicate the omission. Quotations of more than three lines or 30 words should be formatted as a block quotation: indented approximately 0.5 inch from the left margin, single-spaced, with no quotation marks. A blank line precedes and follows the block.

Short Quotation Example

In January 1642, when the king attempted to arrest five members of Parliament, the voice that proclaimed “the privileges of Parliament” is well known to historians. But the other—very loud—voice that cried “God bless the king” is less often remembered. ((Insert footnote here))

Short Quotation with Omission

“England has ... [England’s own] laws which she has enjoyed for over three hundred years.” England’s law is uniquely its own, a fact that is “a national pride.” ((Insert footnote here))

Note: [] brackets indicate that the enclosed words are not in the original text but have been added by the current author for clarity.

Long (Block) Quotation Example

A block quotation begins on a new indented line (0.5 inch) and is single-spaced. No quotation marks are used, but a footnote must still be provided. A blank line precedes and follows the block.

Geoffrey Chaucer recorded the following about a woman who lived in Bath in the fourteenth century:

The Wife of Bath’s fifth husband used to read to her from a book called *The Book of Wicked Wives*. She said, ‘I had a premonition that my husband would read that cursed book all night. So I seized the book and tore out the page he was reading, and then struck him in the face so that his head fell toward our fireplace.’ ((Insert footnote here))

This passage illustrates one aspect of medieval womanhood. When resuming the main text after a block quotation, if the new paragraph continues the same thought, do not indent the first line. If it begins a new idea, indent as you would for a new paragraph.

Citation Management Software: Zotero

Because citation rules vary across styles and source types, remembering every formatting detail is extremely difficult. Many students find that even after completing their research and writing, organizing the bibliography accurately takes additional time and can delay or jeopardize their submission. Using citation management software is the most efficient and reliable way to handle this challenge.

What Is Zotero?

Zotero is a free, open-source citation management program that automatically formats footnotes and bibliographies. It can be downloaded and installed from <http://www.zotero.org/download/>. Once you create a free online account, your library can be synced to the cloud, so even if you uninstall the program or switch computers, your data can be fully restored by signing in and syncing again.

Key Advantages

- Integrates directly with web browsers to capture source information automatically.
- Available in Korean and other languages (though some translations may be imperfect).
- Completely free to use with a registered account.
- Intuitive and easy to learn.

Installation

- Search for “Zotero” online or visit <http://www.zotero.org/download/> and download the Zotero application. (The older name “Zotero Standalone” is no longer used.)
- After installation, register for a free online account.
- Once registered, your library will be backed up online. If you reinstall Zotero on any computer, simply sign in and sync to restore your entire library.

My Library

- My Library contains all your citation entries, organized into Collection folders.
- Clicking “My Library” at the top displays all entries.
- You can create Collection folders by subject or course: File → New Collection → Enter title → OK.
- To move an entry to a different collection, drag and drop it into the desired folder.

File Menu

New Item: Click this to add a new citation entry. A list of source types appears; select the appropriate type (book, journal article, website, etc.). A blank entry form opens in the right panel. You can edit the fields at any time. If you selected the wrong item type, change it using the “Item Type” drop-down.

Using Icons to Add Items: The toolbar below the menu bar offers icon shortcuts for adding items. The green “+” button opens the same list of source types as File → New Item. The magic wand icon (or barcode icon) opens a field where you can enter an ISBN number; Zotero will then automatically retrieve and fill in the bibliographic information from the internet.

New Note: This feature lets you save personal notes and link them to specific citation entries. Clicking it opens a word processor-like panel on the right where you can type freely.

New Collection: Creates a new Collection folder for organizing entries by course or topic. After clicking, type a name and click OK. The new folder appears in the left panel under My Library.

Edit Menu

Copy Citation: Select an entry and click this option to copy the footnote-formatted citation to your clipboard. You can then paste it anywhere. Note: citations pasted this way will not be recognized by Zotero’s automatic bibliography generator. For full integration, use the Zotero tab in Word instead.

Copy Bibliography: Select an entry and click this to copy it in bibliography format. Paste it at the end of your document. To choose between APA or Chicago format for this function, go to Edit/Tools → Settings → Export and select your preferred “Default Output Format.”

Installing the Word Plugin and Inserting Citations

Installing the Word Plugin: In Zotero 7 and later, the Word plugin is installed automatically when you install Zotero. When you open Word, you will see a dedicated “**Zotero**” tab in the ribbon.

If the Zotero tab does not appear, open Zotero and go to **Edit** → **Settings** → **Cite tab** → **Word Processors** and click “Install Microsoft Word Add-in.” (On Mac: **Zotero** → **Settings** → **Cite tab**.) Restart Word after installation.

Inserting a Footnote: Place your cursor where you want the citation in Word, then click the “Zotero” tab. Click the first icon (Add/Edit Citation). The first time you do

this, Zotero will ask you to choose a citation style. Select “**Chicago Manual of Style 17th edition (full note)**”—this is equivalent to the Turabian style. A search dialog will then appear; search for the source you want to cite, select it, enter the page number in the field provided, and click OK. The footnote will be inserted automatically in proper Turabian format. Note: If the author’s name is in Korean, the formatting may need to be corrected manually.

Inserting a Bibliography: Click the “Zotero” tab in Word, then click the “Insert Bibliography” icon. Zotero will automatically generate a formatted bibliography from all the sources you have cited in the document.

Settings (Zotero 7+)

In Zotero 7 and later, preferences are accessed through **Edit** → **Settings** (Windows/Linux) or **Zotero** → **Settings** (Mac). Key settings include:

Sync: Log in with your free Zotero account to enable cloud sync. Your library will be available on any computer with Zotero installed.

Export: Under the Export tab, you can select your Default Output Format (e.g., APA or Chicago) for the Copy Citation and Copy Bibliography functions.

Importing Text Files into Zotero

It is possible to import plain-text bibliography data into Zotero, though this process can be error-prone. Manual entry may be faster in many cases. The general process is:

1. Register at text2bib (<http://text2bib.economics.utoronto.ca/index.php/index>).
2. Convert your text file using the tool.
3. Save the converted file.
4. Import the file into Zotero.