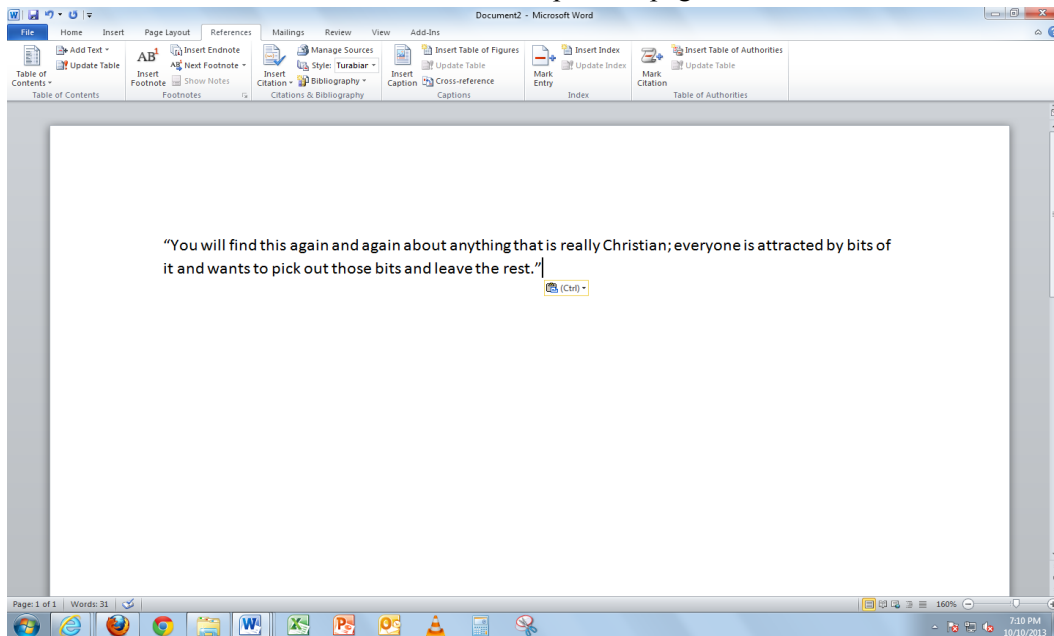


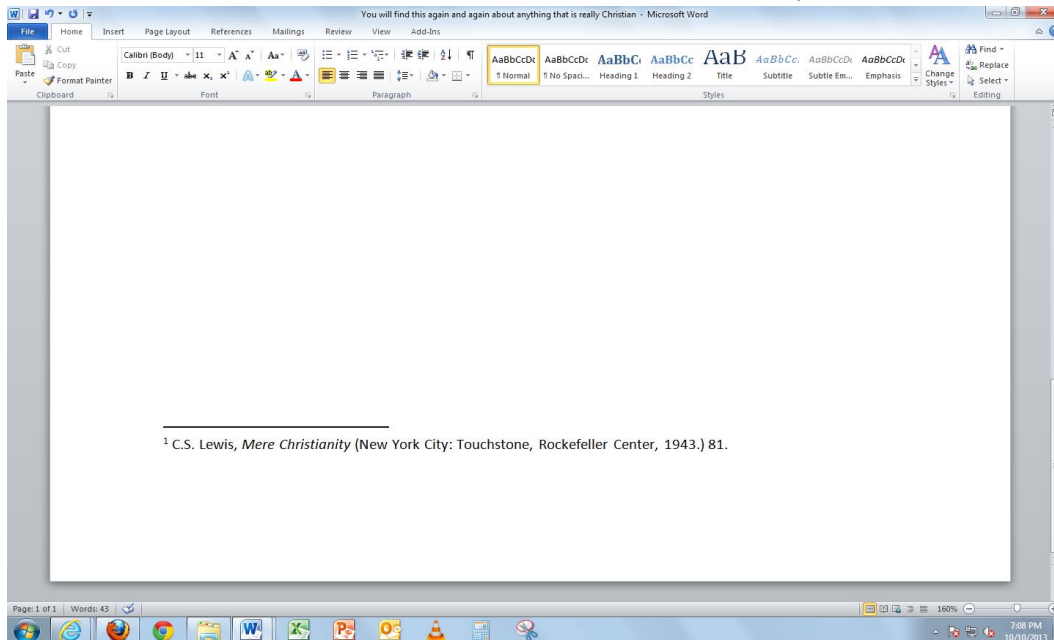
Palm Beach Atlantic University  
Center for Writing Excellence

## ADDING FOOTNOTES IN CHICAGO/TURABIAN STYLE FORMATTING

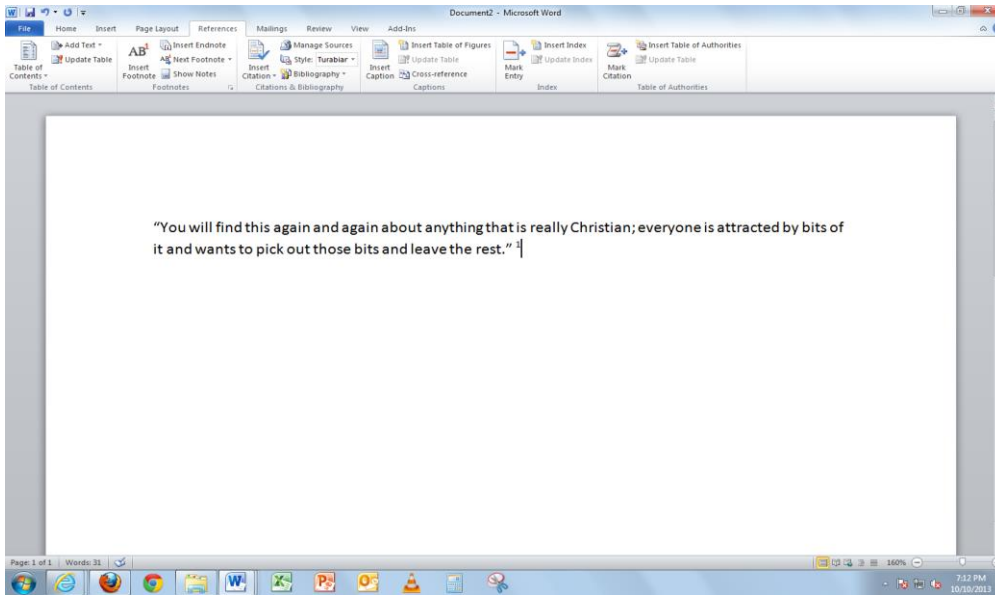
1. Place your cursor in the text where the footnote should appear. This will be the place directly after a direct quote, paraphrase, or where additional information is needed.
2. Next click on the “Reference” tab at the top of the page.



3. Next, click on the “Insert footnote” tab which will automatically scroll to the bottom of the page.



4. Add the footnote here. This may be an added note or it may be the citation.
5. Go back up to the top of the page to make sure the superscript number matches the number at the bottom of the page.



6. One footnote is complete! Go back to the paper and continue. Do the rest of the footnotes in the same manner. The computer will automatically count them and change the number as one writes.