

English 1302**Template for a “Notes” Page****Instructions**

On the next page, you will find a sample “Notes” page. A “Notes” page is a page that is included within the numbered pages of the report/essay and is placed between the last page of the report/essay and the “Works Cited” page. The “Notes” page contains secondary information related to but not important enough to interrupt the discussion of the essay to include it.

Numbering the Notes

At the point in the report where that secondary information is most related, you insert a superscript number, starting with number “1,” like this: ¹. To create a superscript number, simply type the number, select it, and then select “superscript” from “Font” menu under the “Format” options.

To turn off the “superscript” attribute and to continue typing in the normal font size, simply return to the “Font” menu and deselect “superscript.”

The next reference to secondary information to be found on the “Notes” page would bear the superscript number ², the next, ³, etc.

The same superscript series of numbers precedes the content for each note as they are introduced down the “Notes” page. Indent one tab over the first line of each note on the “Notes” page, insert the appropriate superscript number, and begin the text of the note in the next space following the superscript number.

Content of the “Notes” Page

The content of the note will vary. It may include a bibliographical entry, such as found on the “Works Cited” page, or it may include information—a sentence, a paragraph, or more. Be sure to document parenthetically each source of information introduced in a note just as you would for any reference introduced and cited in the body of your essay.

Format of the “Notes” Page

1) Number the page as you have each page in the essay with your last name (space) and the page number, like this: Grimes 5. Drop down four double-spaces and type “Notes” (without the quotation marks) in the center of the next line

1) Indent one tab over the first line of each note. The first character type for the note should be the appropriate superscripted number.

2) The text of the “Notes” page—like every other page in the essay—should be double-spaced.

3) Include only a single double space between each note.

Notes

¹This is the first line of the first note in the “Notes” page. Note that the title is composed in the same font type and size without any embellishments (bold face, underlining, or quotation marks).

²This is the first line of the second note. The content of this note is related to information introduced in the body of the essay (following the second note indicator number).

(A Sample Notes Page)

Notes

¹The first federal legislation regulating guns was adopted in 1927.

²It has been widely reported that the primary motivation behind the bombing of the Alfred P. Murrah Federal Building in Oklahoma City was a protest against the government's handling of the situation in Waco, Texas.

³A police officer aboard the New Jersey commuter train attacked by Colin Ferguson reported at a Senate hearing that had additional passengers aboard that train been armed and returned Ferguson's gunfire, substantially more deaths would have occurred in the crossfire due to the chaotic scene (Henderson 20).

⁴In a February 1997 study of 26 industrialized nations, the Center of Disease Control found that the United States accounted for 86% of the total firearm deaths of children under the age of 15. The study further found that the firearm death rate of U.S. children was twelve times higher than among children in the other 25 countries combined (Diaz 197).

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