Footnotes & Endnotes: Documenting Sources In Your Text with Irvine’s Writing about Music

**Purpose of Documenting Sources in Text**
In the text of your paper, you must credit (or cite) any source that you take ideas from. That means you need to have a footnote or endnote for any source you use when you are:

- giving the origin of facts or opinions
- using a direct quote
- paraphrasing someone else's work
- stating a fact that is not commonly known
- stating controversial facts or opinions

**Footnotes or Endnotes?**
You will need to pick one style: you’ll use either footnotes OR endnotes. You don’t use them both in one paper. Your instructor may have a preference. If not, then just pick one and be consistent.

Endnotes are provided at the end of a paper (usually started on a separate page), but before the bibliography. Footnotes, however, are provided at the bottom of each page, as on this page.

**How Do They Work?**
When you get to a spot in your paper where you need to credit another source, you do it by using a superscript number. For example, the sample paper provided at the end of the Irvine style manual (p.237) reads:

> Some scholars offer that Monteverdi provided an alternative against the unavailability of a virtuoso singer, others that the ornamented melody is merely a suggested embellishment—not necessarily one that should be followed at each performance.¹

The superscript number 16 indicates that it’s the 16th note in the text – and refers the reader to the correct source that this opinion came from.

**Standard Book Entry**

<table>
<thead>
<tr>
<th>Note #</th>
<th>Author (first name, last)</th>
<th>Title</th>
<th>Publisher Place</th>
</tr>
</thead>
</table>

¹ Lakewood Public Library [Web site], *Student Guide to Research Papers*, Site address: http://www.lkwdpl.org/study/research/footnote.htm
Inserting Them Into Your Paper
Most word processing software now has very simple ways of adding notes in. Microsoft Word even has a “Insert” function just for this purpose. No matter which format you choose, Word should number your notes and set aside spaces for the citations.

Number your notes sequentially (1, 2, 3, etc.); every note gets a new number, even if you have cited earlier in the paper.

Citing the Same Work More than Once
The first time you cite a work, the information in your endnote/footnote will be very complete—this first citation is called the first reference.

The second and any subsequent times that you cite the same work, you do not need to include as much information in the endnote/footnote—these additional citations are called short references. In a short reference, you include the author’s last name only, and may abbreviate the title. Check Chapter 7 of Irvine’s for more specific rules about short references.

Endnotes/Footnotes: Examples of Style
Below are several examples for note styles for a variety of types of sources. These particular examples were selected to serve as a quick guide in citing sources for endnotes/footnotes (NOT a bibliography). Consult the Irvine book for a fuller examination of other citation examples not shown here. This information is located in Chapter 7, “Documentation and Notes.”

Notice that footnotes/endnotes begin with the note number and are not indented; the line-spacing is single spaced.

*Books - One Author

(note: Place of Publication should include city and state—Syracuse, New York, for ex.—unless the city is a major city like New York, London, Paris, etc.)

First Reference: (§76)

Short Reference: (§77)
6 Schonberg, Great Pianists, p. 223.

*Book - Two Authors

First Reference: (§89)

Short Reference: (§90)
29 Heffernan and Lincoln, Writing, p. 643.
*E-Book (example from the ebrary database: Note that database name and date of access are included)

First Reference:

Short Reference:
32  Levy, Beethoven, p. 78.

*Essay in a Collection (Chapter in Edited Book or Anthology)

First Reference:

Short Reference:
27  Breivik, “Representation of Sleep and Death,” Encrypted Messages, p. 115.

*Journal Article

First Reference: (§78)

Short Reference: (§79)

*Journal Article from Online Database (only for HTML text. Cite PDF articles as if you used print).

(note: below, RILM Abstracts of Music Literature is the database from where the article is retrieved)

First Reference:

Short Reference:

*Unsigned Article in Print Dictionary or Encyclopedia

First Reference: (§80)

Short Reference: (§81)
*Signed Article in Print Dictionary or Encyclopedia

**First Reference:** (§80)

**Short Reference:** (§81)

*Signed Article in an Online Dictionary or Encyclopedia (note database name, date of access, and url)

**First Reference:**

**Short Reference:**

*Musical Scores (§96)*

(note: your score citation format will depend on the type or portion of the work that you’re citing. See below)

The examples below are for citing the entire score (anthology or single piece):

- **composer:** Olivier Messiaen
- **title:** Le merle noir
- **place of publication:** Paris
- **publisher:** Leduc
- **date of publication:** 1952

**First Reference:**

**Short Reference:**
25  Messiaen, Le merle noir, p. 5.  [note: here the referenced part is on p.5]

The examples below are citing a portion from a larger composition or a collection of pieces:

- **composer:** Franz Peter Schubert
- **part you’re citing:** Im Dorfe
- **larger work:** Winterreise
- **place of publication:** New York
  (originally published in Leipzig)
- **publisher:** Dover
- **date of publication:** 1895 orig./1970 reprint
- **pages of excerpt:** “Im Dorfe” is on pp. 110-113.

**First Reference:**

**Short Reference:**
50  Schubert, “Im Dorfe,” Winterreise, p. 112.  [note: here the referenced part is on p. 112]
*Review

First Reference: (§85)

Short Reference: (§86)
25 Aikman, review of Schwartz and Godfrey, Music Since 1945 in Symposium, 146.

*Recording (CD, Video, or DVD)

The examples below are for citing one track from the recording (in this case, one aria from an opera):

- **composer**: Richard Strauss
- **record company**: EMI Records
- **aria title**: Di rigori armato il seno
- **record issue #**: CDS 7 54259 1/2
- **opera title**: Der Rosenkavalier
- **publication date**: 1991
- **conductor**: Bernard Haitink
- **CD and track number**: CD 2, track 13

First Reference: (§98)

Short Reference:

*Recording (Online via Audio Database)

First Reference:

Short Reference:
19 Mozart, Ave Verum Corpus, track 13.

*Recording Liner Notes

First Reference:

Short Reference:
37 King, Preface to Henry Purcell, p. 6.
*Website (Note: the break comes before the punctuation mark “/” in the url)

**First Reference:** (§103)

**Short Reference:**
60  Stroh, “Prodigy to Progeny,” American Beethoven Society.

*Video Online (Note: the break comes before the punctuation mark “/” in the url)

**First Reference:**

**Short Reference:**
17  London Symphony Orchestra, LSO Futures, 9:14.

This style guide adapted from Towson University’s Revised Irvine Examples for Bibliographic Citations in Music, available online at: http://pages.towson.edu/woznick/docs/music/mymusic_citations.pdf