

The Medill Imprint of the Northwestern University Press

**The Medill School of Journalism Series:
Visions of the American Press**

**ENDNOTE GUIDELINES, Version 2.0
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I. Our series no longer employs the "Phrase-note" style of end-noting. Since we are no longer using phrase-notes, the end-noting task is significantly simplified. The new series style is simply to use the Footnote/Endnote utility in MS Word.

II. To make the new system work, please insure that all the volume's material -- the "front-matter" such as the title page, the contents page and the author's preface; the main text; and the "back-matter" such as the bibliography and endnotes -- are all assembled in a single MS Word file.

III. Please insure that the page numbering starts on the very first page of the manuscript (the title page) and runs continuously. Use only Arabic numerals. To insert page numbers in MS Word, the commands (starting with the top menu) are:

INSERT
PAGE NUMBER
POSITION: BOTTOM OF THE PAGE
ALIGNMENT: CENTER
SHOW NUMBER ON FIRST PAGE

IV. Using MS Word's built-in utility, there will be superscripted numerals in the text (keyed to the endnotes) and a compiled set of endnotes at the very end of the file. NOTE: Although the bibliography will, as is customary, appear after the endnotes in the printed volume, MS Word insists on placing the endnotes at the very end of the file; please don't be concerned about this.

V. Restart the numerals of the endnotes at the beginning of each chapter. To invoke the MS Word end-noting utility, the commands (starting with the top menu) are:

INSERT
FOOTNOTE
ENDNOTE
OPTIONS
ALL ENDNOTES
RESTART EACH SECTION

VI. The format for the endnotes (and the bibliography) is The Chicago Manual of Style. Please see samples attached.