


<p>Cover Page</p>	<p><b>Should the cover page have a page number? No</b> Follow your teacher's cover page instructions for format</p>
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<p><b>Body of Paper</b></p> <p>Text<sup>1</sup></p> <p>Text<sup>2</sup></p> <p><sup>1</sup>Footnote</p> <p><sup>2</sup>Footnote</p>	<p><b>Notes</b></p> <p><sup>1</sup>Endnote</p> <p><sup>2</sup>Endnote</p>	<p><b>Using footnotes or endnotes?</b> <b>Check with your teacher</b></p> <p><b>Can you use a shortened note format?</b> <b>Yes, after citing the source for the first time with the full note format</b> <b>Refer to the Chicago Style Quick Guide</b></p>
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**Editing Google Docs**

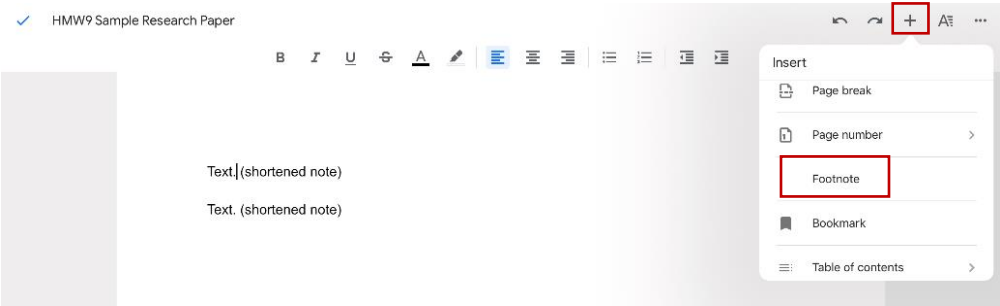
To see edit options, **Tap the pencil** 

**Insert Footnote**

**1. Insert a numbered note**

Position the cursor where you want to insert a numbered note.

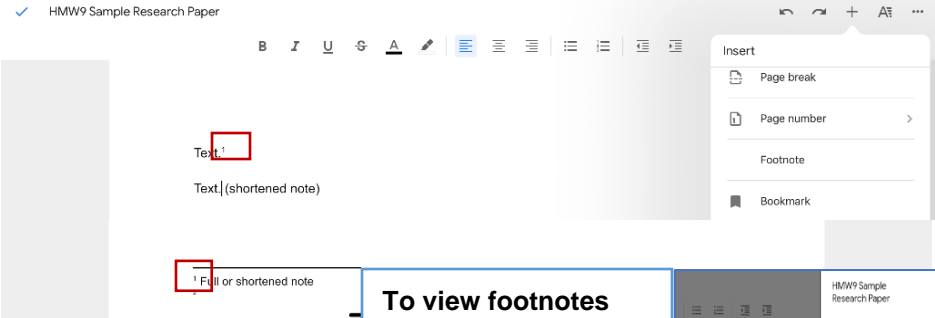
In the menu at the top:  
Tap Insert  select **Footnote**.





**2. A numerical superscript, will appear in your text.**  
For example <sup>1</sup>

The numerical superscript will also appear at the bottom of the page.  
For example <sup>1</sup>

**Paste in the footnote (full or shortened note)**



**To view footnotes**  
Tap More .  
Turn on Print Layout.



## Insert Cover Page

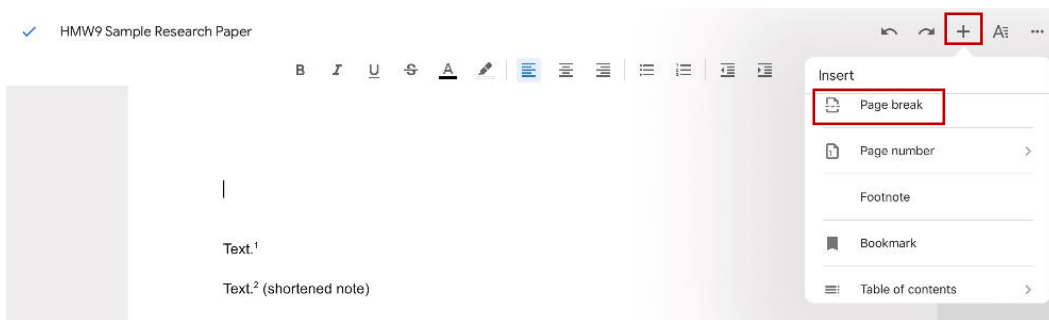
Position the cursor at the beginning of the text of the paper.

Tap Insert +

Tap Page break

A new page will be added above the text.

Type in cover page information.



Title of Paper
Name
Class
Period
Date

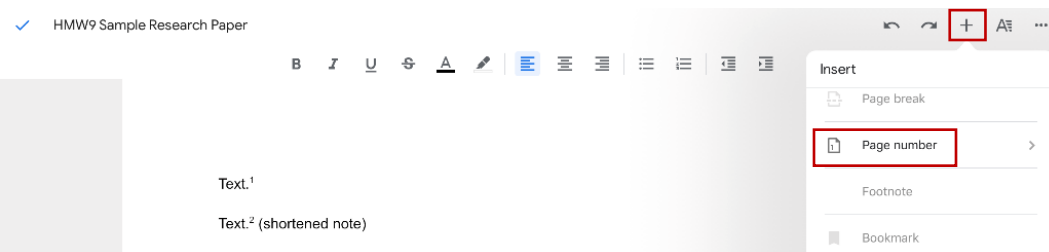
Refer to the Purdue OWL Chicago Style Notes and Bibliography Sample Paper

## Insert Page Numbers

Tap Insert +

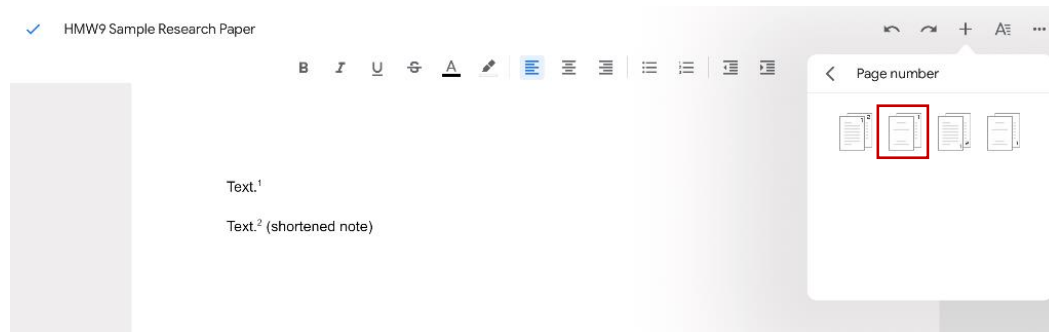
Tap Page number

Choose



The cover page does not have a page number.

Page 1 will begin at the text of the paper.



## Insert the bibliography

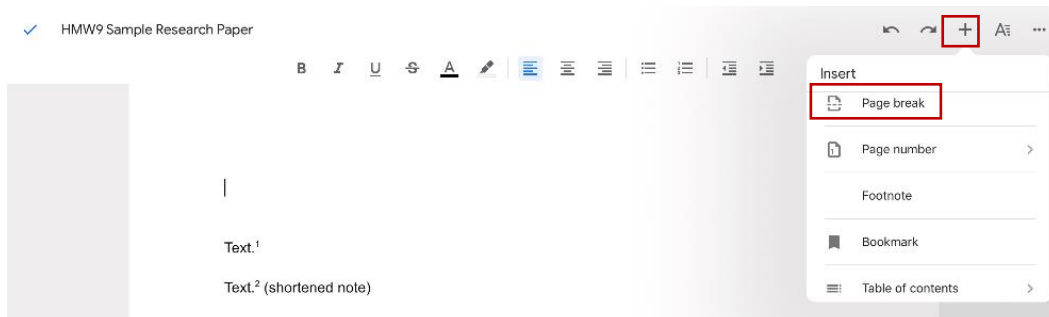
### Use Google Chrome to sign-in to NoodleTools

Position the cursor at the end of the text of the paper.

Tap Insert +

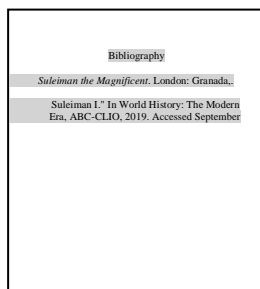
Tap Page break

A new page will be added.



Use NoodleTools' Print/Export to Google Docs feature to generate the bibliography.

Copy/Paste the bibliography into your paper.

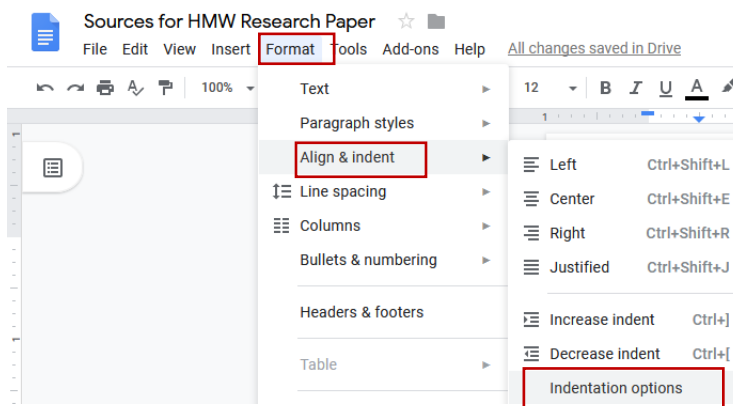


## Edit indentation and spacing for bibliography and footnote citations

Switch to editing the Google Docs in Google Chrome Desktop Site. (see handout for instructions)

Position your cursor either at the start of the citation or the annotation

Tap Format > Align & Indent > Indentation Options

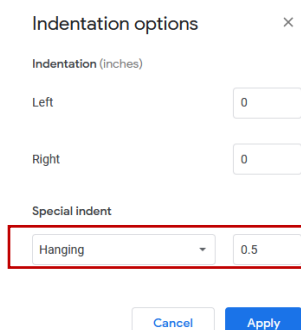


### For the Bibliography Citation

Position the cursor at the start of the citation.

Tap Format > Align & Indent > Indentation Options

Tap Special Indent > Hanging



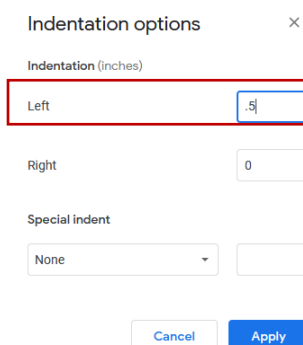
### For the Annotation

Add 1 line space between bibliography citation and the annotation.

Position the cursor at the start of the annotation.

Tap Format > Align & Indent >  
Indentation Options

Under Left > Type 0.5



Indentation options

Indentation (inches)

Left .5

Right 0

Special indent

None

Cancel Apply

### For Footnotes

Position the cursor at the start of the footnote.

Tap Format > Align & Indent >  
Indentation Options

Tap Special Indent > First Line



Indentation options

Indentation (inches)

Left 0

Right 0

Special indent

First line 0.5

Cancel Apply

### Bibliography from NoodleTools' Print/Export to Google Docs

#### Bibliography

Angeletti, Norberto, and Alberto Oliva. *Time: The Illustrated History of the World's Most Influential Magazine*. New York: Rizzoli, 2010.

The Annotation: the purpose is to inform the reader of the usefulness, accuracy, quality of the source, and significance to the project  
Why is the author or organization an expert or authority? Tertiary, secondary, or primary? Why is this important (usefulness) to your project? Summary of the source which includes facts.

### Corrected bibliography citation and annotation after editing the indents and spacing

Angeletti, Norberto, and Alberto Oliva. *Time: The Illustrated History of the World's Most Influential Magazine*. New York: Rizzoli, 2010.

The Annotation: the purpose is to inform the reader of the usefulness, accuracy, quality of the source, and significance to the project  
Why is the author or organization an expert or authority? Tertiary, secondary, or primary? Why is this important (usefulness) to your project? Summary of the source which includes facts.

### Footnote after editing the indent

<sup>1</sup>Norberto Angeletti and Alberto Oliva, *Time: The Illustrated History of the World's Most Influential Magazine* (New York: Rizzoli, 2010), 99.