Oxford style

When you use the more formal Oxford footnote format, you provide a numbered footnote for every source you cite. This numbered footnote appears in the text of your paper as a superscript number, eg [1]. You put a [1] immediately above the text of your first footnote, a [2] above the next one, etc. In the classic Oxford style, the footnote information appears on the same page, down at the bottom. However, some readers prefer the endnote style, in which all of the notes appear at the end of your paper. Your teacher will tell you which method to use.

Whether you use footnotes or endnotes, the basic information you put in each note is the same. It's called a *citation*. A citation is nothing more than a pointer to the source. A citation provides the reader with enough information to look up the source and verify it. The exact citation form is determined by the kind of source you're citing, as shown in the table below:

Table 1: Traditional Citation Form

Source	Format	Example
Books (with named authors)	Author's last name, initials, *title*, publisher, year published, page number.	1. Doe, J., *We're Stylin'*, Oxford University Press, 1995, page 86.
Books (by editors)	*Title*, editor's initials and last name, publisher, year published, page number.	2. *We're Stylin'*, Edited by J. Doe, Oxford University Press, 1995, page 34.
Chapter (in a book)	Author's last name, initials, "article title," author or editor's initials and last name, *book title*, publisher, year published, page number.	3. Wilson, B., "Good Citations," in J. Doe's *We're Stylin'*, Oxford University Press, 1995, page 68.
Article (in a periodical)	Author's last name, initials, "article title," *periodical title*, volume, number, year published, page number.	4. Wilson, B., "Good Citations," *Style Quarterly*, Volume IX, Number 3, 1995, page 102.
Web page (or other electronic source)	Author's last name, initials, "page title," URL, date of site visit.	5. Wilson, B., "Good Citations," http://www.domain.com/style.html, March 15, 1998.

Repeated Citations of the Same Source

The first time you cite a certain source, you have to make a complete citation, according to the rules in Table 1 above. But if you cite that same source later on in your paper, you don't have to type out the full citation all over again. The traditional Oxford style provides three shortcuts you can use instead. These shortcuts are abbreviations derived from Latin: *ibid.*, *op. cit.*, and *loc. cit.* Who says Latin's a dead language?

Consult Table 2 below to see how to use these citation shortcuts:

Table 2: Footnote Shortcuts

Rule	Example
Always provide a full citation the first time you refer to a source in a footnote.	1. Doe, J., *We're Stylin'*, Oxford University Press, 1995, page 86.
If the very next reference is to a different page in the same source, use the *ibid.* shortcut.	2. *Ibid.*, page 105.
To refer to a work cited in a previous footnote that isn't immediately preceding, use the *op. cit.* shortcut.	3. Doe, *op. cit.*, page 255.
To refer to the same page of a work cited in a previous footnote, use the *loc. cit.* shortcut.	4. Doe, *loc. cit.*

Remember: you can't use *ibid.* unless it's immediately below a full citation. Whenever you can't use *ibid.*, it's usually best to use the author's name followed by *op. cit.* and the page number.