KHI Endnotes Guide

The APA Stylebook is our guide for formatting endnotes. A section called “Endnotes” should be placed at the end of a report, followed by any appendices (endnotes are usually the last appendix). You will need to include superscript numbers within the text to refer readers to additional information in the back. In this case, the entries are listed in the order they appear. The entries should be single-spaced, with a hanging indent of 0.25 inches (this is for Strategic Communications staff when formatting—Research staff does not need to put an indent in their Word document). Refer to the APA Stylebook for a complete list of reference styles. Here is a summary of the most common usages.

Journal or Magazine Article – Tips

Authors’ names are always last name, followed by initial(s).

- If there is more than one initial in a name, place a space after the first one. Always put a period after each initial.
- Use a comma and an ampersand (&) before the last author.

Date is listed in parentheses, with a period after the parenthesis.

Title of article:

- Capitalize only the first word of the title, the first word of the subtitle and any proper nouns.
- Do not italicize or place quotation marks around the title.

Information about periodical:

- Use initial caps in the name of the periodical.
- Italicize the name of the periodical as well as the volume.
- The issue number is in parentheses and not italicized.
- Follow the periodical name, volume and issue with a comma.
- The page number (not italicized) follows.
- Use an en dash (longer than a hyphen) to indicate page range.

Examples

Journal Article, One Author

Journal Article, Up To Six Authors

- Same rules apply. If there is more than one initial in a name, place a space after the first one. Use an ampersand before the last author.

Journal Article, More Than Six Authors

- After the sixth author’s name, place “et al.” (Meaning and others).
- Note: no period after “et”—only after “al.”

Internet Source

- Remember to collect necessary information during the research phase (such as date you retrieved material). No period after web address, and no underlining of the address.

Daily Newspaper Article (discontinuous pages)

Magazine Article

Book
Article or Chapter in an Edited Book


General Endnote Tips

- Use the term “ibid” for repeated endnotes.
- Do not include link in source references but okay to use in endnotes.
- Refer to this website if you are having trouble finding the appropriate format for a particular publication: https://owl.english.purdue.edu/owl/section/2/