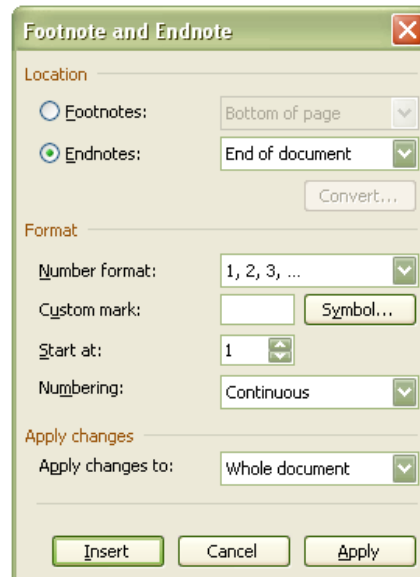


Healthy Beginnings Request for Applications #A390

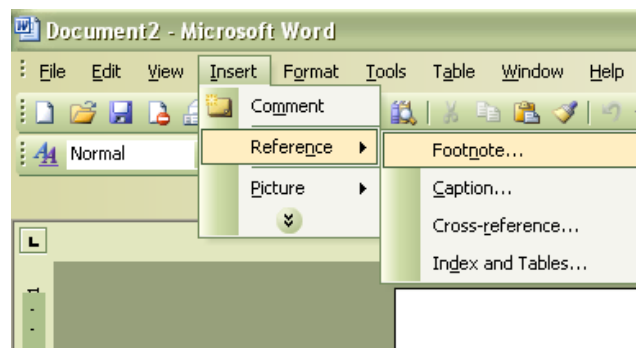
Endnote Citation Guidance

In the Healthy Beginnings Request for Applications (RFA), the needs assessment asks you to use endnotes to cite sources for any data and/or statistics that you use to establish the need for a Healthy Beginnings program in your county.

In Microsoft Word, you can insert endnotes by going to the References tab and clicking on the small arrow in the bottom right corner near Footnotes. The “Endnote and Footnote” dialog box will open. Under location, click on “Endnotes”, and select “End of document.” Under Format, select “1, 2, 3... or i, ii, iii...” and then click Insert.



For earlier versions of Microsoft Word, you can insert endnotes by going to the Insert tab → References → Footnote. The “Footnote and Endnote” display box will appear as shown above. Follow the same instructions as outlined above.



Repeat the process for each citation. Microsoft Word will automatically number each citation for you. At the end of the document, a short gray line will appear with all of the superscripted numbers listed below for you to type the reference for the corresponding citation.