

## 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

Strum, R. (2002). The effects of obesity, smoking, and drinking on medical problems and costs. *Health Affairs*, 21(2), 245–252.



### Journal Article, Up To Six Authors

Townsend, M. S., Peerson, J., Love, B., Achterberg, C., & Murphy, S. P. (2001). Food insecurity is positively related to overweight in women. *Journal of Nutrition*, 131(6), 1738–1745.

- 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

Kleinman, R. E., Murphy, J. M., Little, M., Pagano, M., Wehler, C. A., Regal, K., et al. (1998). Hunger in children in the United States: Potential behavioral and emotional correlates. *Pediatrics*, 101(1), E3.

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

### Internet Source

Food Research and Action Center. (2003). *State of the States: A Profile of Food and Nutrition Programs Across the Nation*. Retrieved October 27, 2003, from <http://www.frac.org/html/publications/pubs.html>

- 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)

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

### Magazine Article

Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113–1120.

### Book

Nestle, M. (2002). *Food politics: How the food industry influences nutrition and health*. Berkley, CA: University of California Press.



### **Article or Chapter in an Edited Book**

Wellever, A. (2004). Networking in Rural Health. In N. Glasgow, L. W. Morton, & N. Johnson (Eds.), *Critical Issues in Rural Health*. (pp. 225–236). Boston, MA: Blackwell Publishing.

### **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/>