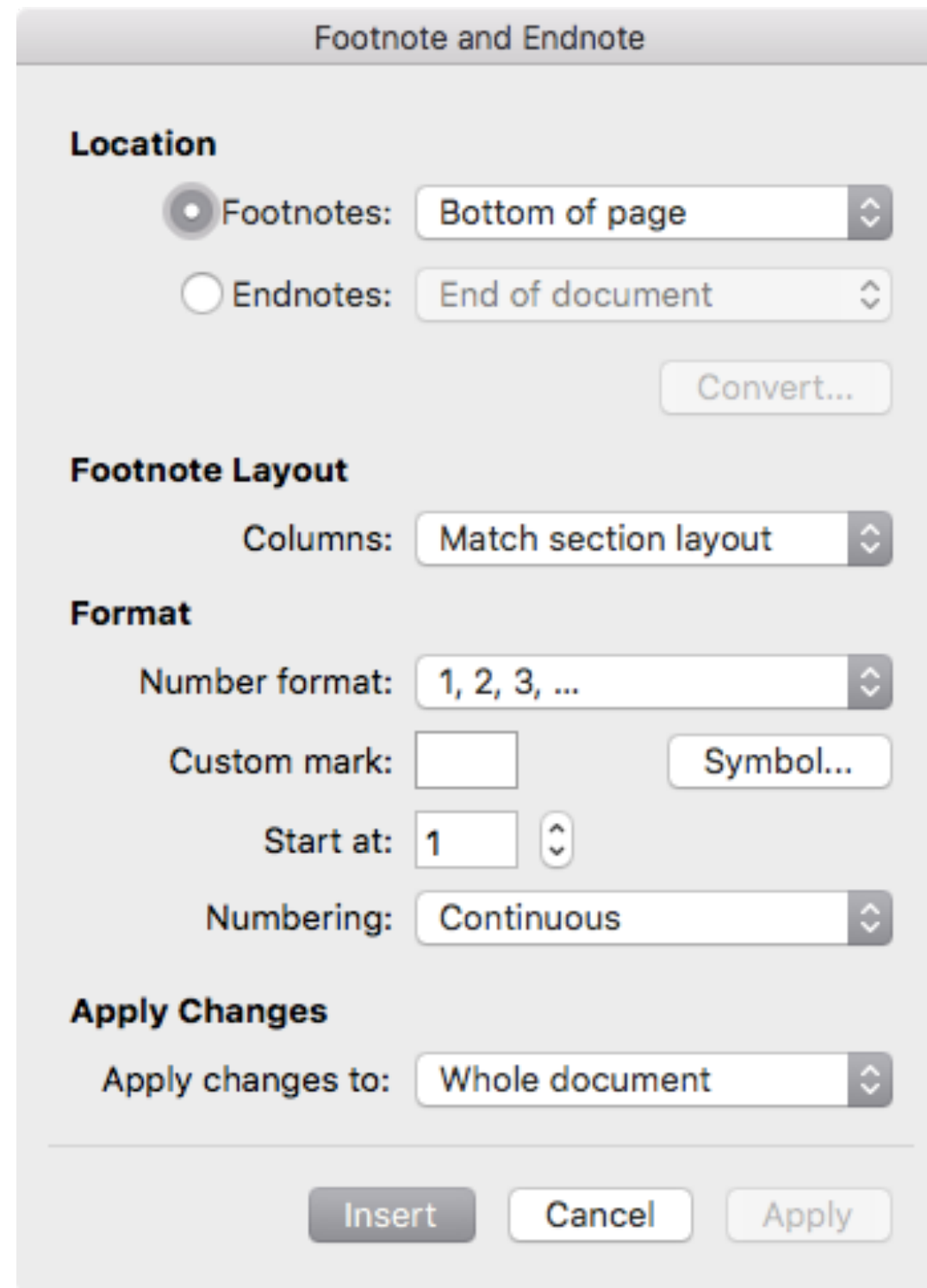


**Practical Methods -
or how can authors and editors add
notes**



Text Editors

In **Microsoft Word**, it is straightforward enough with a choice to go to the bottom of the page, below the text, end of document or end of section.



The screenshot shows the 'Footnote and Endnote' dialog box in Microsoft Word. It is divided into several sections: 'Location' with radio buttons for 'Footnotes' (selected) and 'Endnotes', and dropdown menus for 'Bottom of page' and 'End of document'; a 'Convert...' button; 'Footnote Layout' with a 'Columns' dropdown set to 'Match section layout'; 'Format' with a 'Number format' dropdown set to '1, 2, 3, ...', a 'Custom mark' field, a 'Symbol...' button, a 'Start at' spinner set to '1', and a 'Numbering' dropdown set to 'Continuous'; and 'Apply Changes' with an 'Apply changes to' dropdown set to 'Whole document'. At the bottom are 'Insert', 'Cancel', and 'Apply' buttons.

The settings dialogue for Microsoft Word

For those editors using the Markdown syntax then you would use:

In the text [²]

Then at the bottom of the page for this reference:

[²]: This is the reference for number 2 in the text

Markdown has become a format preferred by writers for the internet since it is relatively easy to convert to HTML.

Some writer tools like **Ulysses**, **Byword** and **Scrivener** will do this automatically

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