HOW TO INSERT FOOTNOTES ON MICROSOFT WORD

- To insert a footnote on Microsoft Word 2007, go to “References” in the toolbar at the top, click on it and then click on “Insert Footnote” / U voeg voetnotas op Microsoft Word in deur na “References” op die nutsbalk te gaan en op “Insert Footnote” te klik.

- In older versions of Microsoft Word, go to “Insert” on the toolbar at the top, click on “reference” in the dropdown list and then click on “footnote”. A dialogue box comes up asking you about footnote preferences but you can usually just click “OK” in the box and your footnote will be inserted / Op vorige weergawes van Microsoft Word moet u “Insert” op die nutsbalk kies om voetnotas in te voeg en “reference” kies.

1) BOOKS

Footnote: Author surname title (year of publication) page.

Bibliography: Author surname initials title (publisher, place) year of publication.

2) COMPILATIONS (BOOKS COMPRISED OF CONTRIBUTORY JOURNAL ARTICLES)

Footnote: Author surname of contribution “title of the contribution” in Author surname of publication (Ed) title of the publication (year) first page viewed page(s).

Bibliography: Author surname of contribution “title of the contribution” in Author surname of publication (Ed) title of the publication (year) first page viewed page(s).
3) ARTICLES IN JOURNALS

**Footnote:** Author “title of article” year *title of the journal* page (s).
**Example:** Bosch “IDASA v ANC – An opportunity lost for truly promoting access to information” 2006 *SALJ* 621.

**Bibliography:** Author “title of article” year *title of the journal* page(s).
**Example:** Bosch “IDASA v ANC – An opportunity lost for truly promoting access to information” 2006 *SALJ* 621 – 624.

**Note:** South African Journals are abbreviated (i.e. SALJ = South African Law Journal) but foreign journals are written out in full in both the footnote and bibliography.

4) INTERNET

**Footnote:** Author “title” website address (date of access).
**Example:** Calland and February “The funding of political parties, democracy and the right to know” 2004 *Institute for Democracy in South Africa* http://www.idasa.org/our_products/resources/output/the_funding_of_political_parties/(12-4-2012).

**Bibliography:** Author “title” website address (date of access).
**Example:** Calland and February “The funding of political parties, democracy and the right to know” 2004 *Institute for Democracy in South Africa* http://www.idasa.org/our_products/resources/output/the_funding_of_political_parties/(12-4-2012).

**Very Important:** Internet sources should only be used where there is no sufficient information on a topic. Only use academically accredited internet sources if you must – check that the source is a credible source. NO WIKIPEDIA, GOOGLE, YAHOO, SPARKNOTES. However, scholarly journal articles from Google are acceptable provided they are academically credible. Remember to scrutinize and check the credibility of your internet sources very carefully.

5) LEGISLATION

**Footnote:** Title number year.
**Example:** The Promotion of Access to Information Act 2 of 2000.

**Bibliography:** Title number year.
**Example:** The Promotion of Access to Information Act 2 of 2000.
• **THE CONSTITUTION**

**Bibliography:** The Constitution of the Republic of South Africa, 1996.

**Footnote:** The Constitution of the Republic of South Africa, 1996.

6) **CASE LAW**

**Footnote:** Case name year volume report type page (court) page and paragraph reference.

**Example:** *Davel v Swanepoel* 1954 1 SA 383 (A) 384D.

**Bibliography:** Case name year volume report type (court).

**Example:** *Davel v Swanepoel* 1954 1 SA 383 (A).

NB: If you use another source for your research for which a TSAR reference format does not appear above, please consult the law mentor or lecturer concerning the appropriate TSAR reference format for such a source.