How to Insert Footnotes in Word Document

1. Place your cursor at the end of whereas that you would like to provide a footnote for. At top of screen, click on “References” then “Insert Footnote” (see visual below):

![Footnote Insertion]

2. At the bottom of the page, a footnote area (see visual) will appear. Type your footnote information here.

Footnote Format of American Medical Association (AMA)

**Journal article – print (single author)**

**Journal article – online**

**Newspaper article – online**

**Website**

**Book**