

15. Footnotes, Indexes, Contents, and Outlines

Footnotes and reference marks

- 15.1.** Text footnotes follow the style of the text with the exception of those things noted in Chapter 9 “Abbreviations and Letter Symbols.” Footnotes appearing in tabular material follow the guidelines set forth in Chapter 13 “Tabular Work.”
- 15.2.** In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.
- 15.3.** Copy preparers must see that references and footnotes are plainly marked.
- 15.4.** If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words “See footnote 3 (6, 10, etc.) on p.—.” instead of repeating the entire footnote.
- 15.5.** Unless the copy is otherwise marked: (1) Footnotes to 12-point text are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 7 point.
- 15.6.** Footnotes are set as paragraphs at the bottom of the page and are separated from the text by a 50-point rule, set flush left, with no less than 2 points of space above and below the rule.
- 15.7.** Footnotes to indented matter (other than excerpt footnotes) are set full measure.
- 15.8.** To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are also indented and placed at the bottom of the excerpt, separated

by 6 points of space. No side dash is used. Reference numbers are not changed to fit the numbering sequence of text footnotes.

- 15.9.** Footnotes must always begin on the page where they are referenced. If the entire footnote will not fit on the page where it is cited, it will be continued at the bottom of the next page.¹
- 15.10.** Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.
- 15.11.** A cutoff rule is not required between a chart or graph and its footnotes.
- 15.12.** For reference marks use: (1) Roman superior figures, (2) italic superior letters, and (3) symbols. Superior figures (preferred), letters, and symbols are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas.
- 15.13.** Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.
- 15.14.** When symbols or signs are used for footnote reference marks, their sequence should be (*) asterisk, (†) dagger, (‡) double dagger, and (§) section mark. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.
- 15.15.** Symbols with established meanings, such as the percent sign (%) and the number mark (#), are likely to cause confusion and should not be used for reference marks.
- 15.16.** To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

¹When a footnote breaks from an odd (right-hand) page to an even (left-hand) page, the word (*Continued*) is set inside parentheses in italic below the last line of the footnote where the break occurs.

A 50-point rule is used above each part of the footnote.

When a footnote break occurs on facing pages, i.e., from an even page to an odd page, the (*Continued*) line is not set, but the 50-point rule is duplicated.

- 15.17.** When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.
- 15.18.** A superior reference mark follows all punctuation marks except a dash, but it falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.
- 15.19.** Two or more superior footnote references occurring together are separated by thin spaces.

Indexes and tables of contents

- 15.20.** Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.
- 15.21.** Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

| | Page |
|--|------------------------|
| Explanatory diagram..... | Frontispiece |
| General instructions..... | VIII |
| Capitalization (<i>see also</i> Abbreviations)..... | 16 |
| Correct imposition (diagram)..... | Facing 34 |
| Legends. (<i>See</i> Miscellaneous rules.) | |
| Appendixes A, B, C, and D, maps, illustrations, and excerpts..... | In supplemental volume |

- 15.22.** For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and indexes.
- 15.23.** In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun. If the entry makes three or more lines and the last line of figures is not full, do not use a period at the end.

| | |
|---|---|
| If page folios overrun due to an excessive amount of figures use this form | 220, 224, 227, 230, 240 |
| And this way when overrun folios make two or more lines | 220, 224–225, 230–240, 245, 246, 250–255, 258, 300, 320, 330, 350, 360, 370, 380, 390, 400, 410–500, 510, 520, 530, 540, 550, 560, 570, 580, 590, 600–620, 630, 640, 650 |

(For examples of item indentions in a reading column of indexes set with leaders, see index in this MANUAL.)

- 15.24.** Overrun page numbers are indented 3½ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.
- 15.25.** When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indention.
- 15.26.** Examples of block-type indexes:

Example 1

Medical officer, radiological defense, 3
 Medicolegal dosage, 44
 Military Liaison Committee, 4
 Monitoring, 58
 Air, 62
 Personnel, 59
 Civilian, 60
 Military, 59
 Sea, 61
 Ship, 61
 Monitors, radiological defense, 3

Example 2

Brazil—Continued
 Exchange restrictions—Continued
 Williams mission (*see also*
 Williams, John H., special
 mission), exchange control
 situation, 586–588
 Trade agreement with United
 States, proposed:
 Draft text, 558–567
 Proposals for:
 Inclusion of all clauses, 531

- 15.27.** In index entries the following forms are used:

Brown, A.H., Jr. (*not* Brown, Jr., A.H.)
 Brown, A.H., & Sons (*not* Brown & Sons, A.H.)
 Brown, A.H., Co. (*not* Brown Co., A.H.)
 Brown, A.H., & Sons Co. (*not* Brown & Sons Co., A.H.)

- 15.28.** In a table of contents, where *chapter*, *plate*, or *figure* is followed by a number and period, an en space is used after the period. The periods are aligned on the right.

| Chapter | Page |
|----------------------|------|
| I. Introduction..... | I |
| II. Summary..... | 1 |
| VI. Conclusions..... | 7 |

- 15.29.** Subheads in indexes and tables of contents are centered in the full measure.
- 15.30.** In contents using two sizes of lightface type, or a combination of boldface and lightface type, all leaders and page numbers will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

| | Page |
|--|----------|
| PART I. MAINTENANCE OF PEACE AND SECURITY | 5 |
| Disarmament | 6 |
| Peaceful Uses of Atomic Energy | 7 |
| Part I. Maintenance of Peace and Security | 5 |
| Disarmament | 6 |
| Peaceful Uses of Atomic Energy | 7 |
| Part I. Maintenance of Peace and Security | 5 |
| Disarmament | 6 |
| Peaceful Uses of Atomic Energy | 7 |

Outlines

- 15.31.** Outlines vary in appearance because there is no one set style to follow in designing them. The width of the measure, the number of levels required for the indentions, and the labeling concept selected to identify each new level all contribute to its individuality.

The following sample outline demonstrates a very basic and structured arrangement. It uses the enumerators listed in rule 8.108 to identify each new indented level.

The enumerators for the first four levels are followed by a period and a fixed amount of space. The enumerators for the second four levels are set in parentheses and followed by the same amount of fixed space.

Each new level indents 2 ems more than the preceding level, and data that runs over to the next line aligns with the first word following the enumerator.

Outline example:

- I. Balancing a checkbook
 - A. Open your check register
 1. Verify all check numbers
 - a. Verify no check numbers were duplicated
 - b. Verify no check numbers were skipped
 - B. Open your bank statement
 1. Put canceled checks in sequence
 2. Compare amounts on checks to those in register
 - a. Correct any mistakes in register
 - b. Indicate those check numbers cashed
 - (1) Mark off check number on the statement
 - (a) Verify amount of check
 - (i) Highlight discrepancies on statement
 - (aa) Enter figures on back
 - (ii) Enter missing check numbers on back with amounts
 - (aa) Identify missing check numbers in register
 - (bb) Verify those check numbers were not cashed previously