

FOOTNOTE MANAGEMENT IN MSWORD

How to keep footnotes from spreading over several pages:

1) Check that your footnote text style has the feature “Keep Lines together”:

- Highlight a footnote (not including the number, but including the paragraph “enter” mark at the end). This will show “Footnote text” in the style window.
- Go to the menu bar and follow the following route: Format/Styles (“and Formatting”)/▼/Modify/Format/Paragraph/Line and Page Breaks
- Look for “Keep lines together”. Tick this box.
- Okay it.

2) Increase the margin space:

- Go to the menu bar and follow the following route: File/Page Setup/Margins. Change lower margin to 1.1-1.2 inches (2.8-3.0 cm). This provides more space for footnotes.

3) Remove the footnote, and insert it again:

- First, copy the text of the footnote, but without the number and without the paragraph (“Enter”) mark at the end. Just the words.
- Go to the place in your text where you inserted the footnote number. Delete.
- Now go to the menu bar and again insert a footnote.
- Paste the copied text into this new footnote.

4) If all that doesn’t work, try modifying your text:

- Easiest: Break the paragraph in which the footnote occurs immediately after the footnote. You may need to re-write the text to make this transition smooth.
- Go to two or three preceding pages, and break paragraphs at reasonable places in order to lengthen your text enough to push the offending footnote off to the next page.
- Harder: Re-write the section more:
 - i. Move the footnote to earlier or later in the sentence or paragraph.
 - ii. Move the sentence or paragraph in which the footnote occurs to a preceding or following page. This may take more re-writing than the other fixes.
- Ask yourself if you really need this footnote.