

## CHAPTER 4

### NOTES AND FOOTNOTES

#### 4.1 General Guidelines

Notes are supplementary information provided in a writing. Notes such as footnotes, final notes, and others, are not allowed for theses in the field of Science and Technology. However, limited use of footnotes is allowed for theses in the field of Humanities and Social Sciences. Footnotes are used to elaborate or provide additional information regarding matters discussed in that page. Footnotes are recorded using Arabic numeric and numbered consecutively. Raised superscript numerals in the text refer to explanatory notes and documented sources appearing either at the bottom of the page as footnotes or at the end of the thesis as endnotes in a notes section. The advantage of using notes is that explanatory type of information can be presented along with source citations on the same page or place.

#### 4.2 Reference Style

Footnotes for references are written differently in the aspect of author's name and the use of punctuation. The author's name should be written in full. Comma or quotation mark should be used to separate author's name, title of the article and publication details. The font size used should be two (2) points smaller than the text.