HOW TO ADD FOOTNOTES AND ENDNOTES IN WORD
The biggest difference between footnotes and endnotes when using Chicago Manual of Style is where the notes are placed in your paper. Footnotes will appear on the bottom of the page for any notes applied to that page. Endnotes appear all together at the end of your paper.
ADDING FOOTNOTES
Footnotes and endnotes are located under the “Reference” tab at the top of your Word Document.
Make sure your cursor is in the spot you want to put your citation, either at the end of a sentence or clause, and push “Insert Footnote” to add the footnote.
Once you insert a footnote, a superscript number will appear where your cursor is and the note section with the same number will appear at the bottom of the page. This is where you fully cite the reference according the CMS format.
ADDING ENDNOTES
To add an Endnote, push “Insert Endnote.”
When you add an endnote, a superscript will appear next to your text as with Footnotes, but the note part will appear right under your text as opposed to the bottom of the page.

The notes section will move down as you add text so that when your paper is complete, all the notes will be at the end of your paper.