

16. Notes

Use endnotes (not footnotes) and place at the end of the chapter (not at the end of the book) because the majority of OECD work is published on line by chapter.

See also: *Bibliographical referencing, Sources and references, pp. 56-64.*

General guidelines

- Endnotes should be numbered consecutively per chapter, using the automatic function in Word™.
- Do not use endnotes for reference citations, except for web addresses.
- Do not attach notes to titles.
- Never use the automatic endnote function in tables, boxes and figures (see below).
- Where there are only one or two notes, asterisk signs (*) can be used and the corresponding note(s) placed at the bottom of the page or end of the article.
- Note numbers should follow punctuation marks and are usually placed at the end of a sentence unless referring only to a part of that sentence.

... by about one-third over the last 30 years.²

About one-third of the group² felt uncomfortable with the proposal.

Notes in tables, boxes and figures

Notes in tables, boxes and figures are numbered separately from the main body text. They are manually inserted as superscripted numerals.

- Exceptionally, a lower-case superscript letter may be used in tables with figures in very small print, so as to avoid errors and confusion.



From:
OECD Style Guide
Third Edition

Access the complete publication at:
<https://doi.org/10.1787/9789264243439-en>

Please cite this chapter as:

OECD (2015), "Notes", in *OECD Style Guide: Third Edition*, OECD Publishing, Paris.

DOI: <https://doi.org/10.1787/9789264243439-16-en>

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