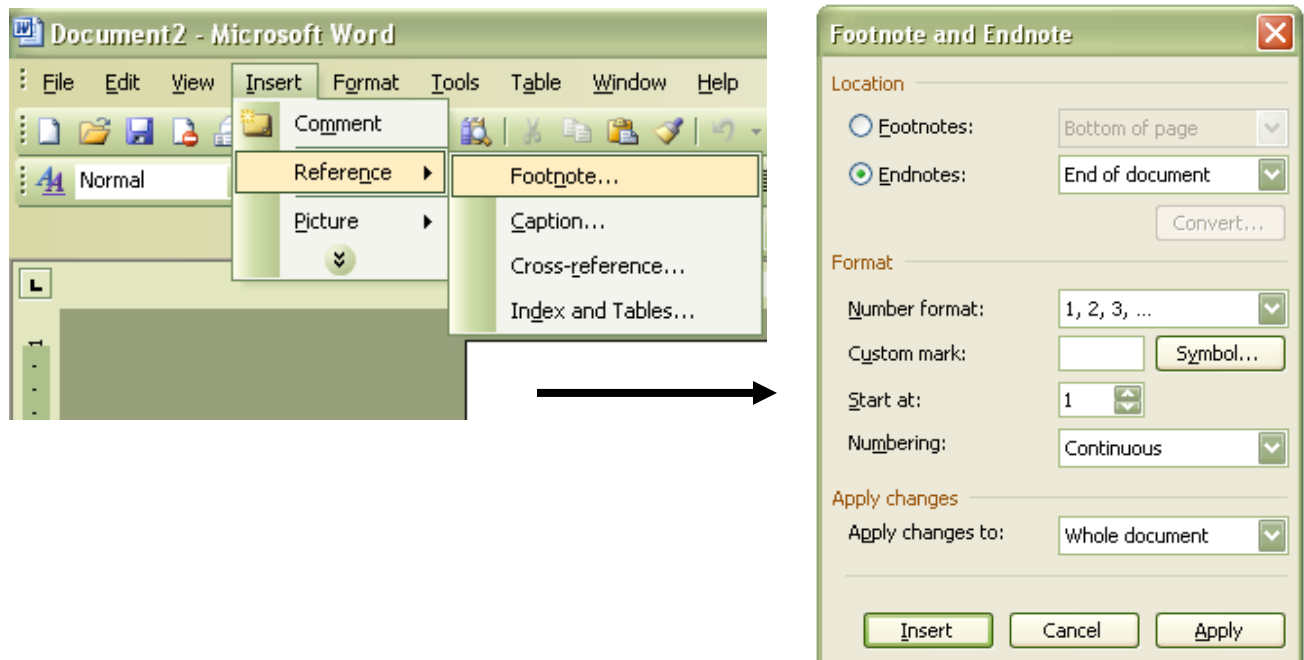


Guidance for Citing Sources in the Needs Assessment

In Microsoft Word, you can insert endnotes by going to Insert → Reference → Footnotes. Under location, click the radio button for “Endnotes”, and select “End of document.” Under Format, select the “1, 2, 3 . . .” Then click insert.



Repeat this process for each citation. MS Word will automatically number the second citation “2”, the third citation “3”, etc. At the end of the document, a short gray line will appear, and under this line, there will be a superscripted 1, 2, 3, etc. after which you type the reference for the corresponding citation.

The following example describes how to use endnotes to cite your data and/or statistics. Note that Microsoft Word will automatically generate a citation list at the end of the document.

Sample Needs Assessment with Endnotes

North Carolina’s teen birth rate consistently ranks among the highest in the United States, and is significantly higher than the national rate. In 2008, the state rate was 49.4 per 1,000 girls aged 15 to 19 compared to the nationwide birth rate of 41.5 per 1000.¹ The state’s aggregate birth rate for 2005-2009 was 47.8 per 1,000 girls aged 15 to 19,

and birth rates were notably higher in the eastern (57.1) and southeastern (56.3) regions of the state.²

¹ Mathews TJ, Sutton PD, Hamilton BE, Ventura SJ. (2010). State disparities in teenage birth rates in the United States. NCHS data brief, no 46. Hyattsville, MD: National Center for Health Statistics.

² North Carolina State Center for Health Statistics. 2005-2009 Birth Rates, Teens Ages 15-19. Retrieved from www.epi.state.nc.us/SCHS.