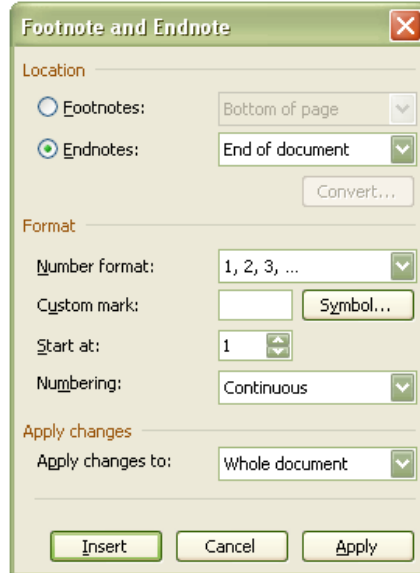


Citation Guidance for Determination of Need

In the RFA #A345, the Determination of Need (section 1) asks you to use endnotes to cite sources for any data and/or statistics that you use to establish the need for the project.

In Microsoft Word 2016, you can insert endnotes by going to the References tab and click on the small arrow in the bottom right corner near Footnotes. The “Endnote and Footnote” dialog box will open. Under location, click on “Endnotes”, and select “End of document.” Under Format, select “1, 2, 3...” and then click Insert.



For earlier versions of Microsoft Word, you can insert endnotes by going to the Insert tab → References → Footnote. The “Footnote and Endnote” display box will appear as shown above. Follow the same instructions as outlined above.

