PARAPHRASES

Include AUTHOR’S LAST NAME and YEAR of PUBLICATION separated by a COMMA.

The technique was a success, and she was offered the job *(Raatma, 2001).*

According to *Raatma (2001)*, the technique was a success, and she was offered the job.

SHORT QUOTATIONS

Include AUTHOR’S LAST NAME and YEAR of PUBLICATION and PAGE NUMBER, separated by COMMAS.

“It means understanding that your choices move you forward or hold you back” *(Raatma, 2001, p. 93).*

LONG QUOTATIONS (40+ WORDS)

Indent the entire quotation 0.5”; no quotation marks required.

According to *Brands (1999),* she said,

I think it was on that day that I was not to blame...It happened on the air, as so many things happen for me. It happened on the air in the middle of someone else’s experience, and I thought I was going to have a breakdown on television. *(p.298)*
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- General Formatting:
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  - Title the page: References
  - Double-spacing throughout
  - Hanging indentation
  - Alphabetical Order

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