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Student Name

School Name and Department

Class Name

Due Date

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¹ Firstname Lastname, “Title of Article,” *Title of Online Magazine, Website, Newspaper, etc.* Month Day, Year. Accessed Month Day, Year, URL here or DOI if it came from an online database.

² Firstname Lastname, “Title of Article,” *Title of Online Magazine, Website, Newspaper, etc.* Month Day, Year. Accessed Month Day, Year, URL here or DOI if it came from an online database.

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Your quotes should be precise and generally short, but if you need to use a quote longer than 100 words or two paragraphs, set off the quotation as a block, indenting a half inch from the left without any extra indentations in the first line. Single space it and leave out quotation marks. This separates the quote from your paper and shows clearly whose words are being used. Once you've typed out your quote, add your indentation by selecting the entire quote, then click Format > Align & Indent > Increase Indent. You will also want to add your footnote at the end of the quote.³

³ Next footnote here.

Notes

1. Firstname Lastname, “Title of Article,” *Title of Online Magazine, Website, Newspaper, etc.* Month Day, Year. Accessed Month Day, Year, URL here or DOI if it came from an online database

2. Firstname Lastname, “Title of Article,” *Title of Online Magazine, Website, Newspaper, etc.* Month Day, Year. Accessed Month Day, Year, URL here or DOI if it came from an online database; you can also add multiple sources to the same note by separating sources with semicolons.

3. You can also think of notes as a place to add, well, notes to your citations. For example, maybe you quoted a psychology study which claims uniforms are great for children’s mental health. You might “note” here that not all psychologists agree before adding your citation:
 Firstname Lastname, “Title of Article,” *Title of Online Magazine, Website, Newspaper, etc.*
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Bibliography

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