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The word "Abstract" should be centered and bolded at the top of the page.

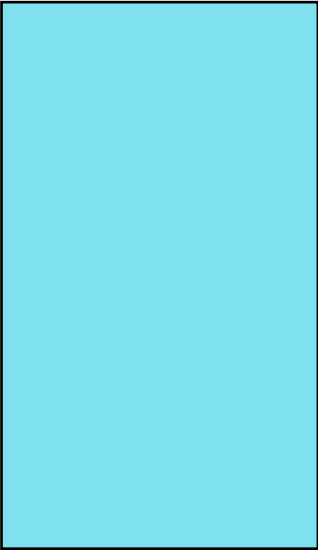
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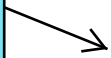
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The paper's title is bolded and centered above the first body paragraph. There should be no "Introduction" header.

S

Here, we've borrowed a quote from an external source, so we need to provide the location of the quote in the document (in this case, the page number) in the parenthetical.



By contrast, here, we've merely paraphrased an idea from the external source. Thus, no location or page number is required.



Spell out abbreviations the first time you use them, except in cases where the abbreviations are very well-known (e.g., "CIA").



For sources with two authors, use an ampersand (&) between the authors' names rather than the word "and."



When listing multiple citations in the same parenthetical, list them alphabetically and separate them with semicolons.



Here, we've made an indirect or secondary citation (i.e., we've cited a source that we found cited in a different source). Use the phrase "as cited in" in the parenthetical to indicate that the first-listed source was referenced in the second-listed one. Include an entry in the reference list only for the secondary source (Pounder, in this case).

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Here, we've cited a source that does not have a named author. The corresponding reference list entry would begin with "US Department of Education."

Sources with three authors or more are cited via the first-listed author's name followed by the Latin phrase "et al." Note that the period comes after "al," rather than "et."

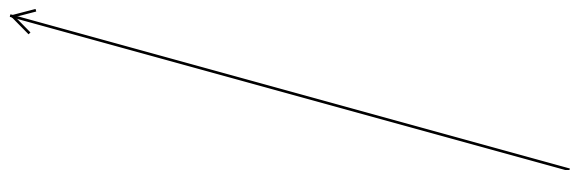
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Third level headings are flush left, bolded, written in title case, and italicized.

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To list a few sources as examples of a larger body of work, you can use the word "see" in the parenthetical, as we've done here.



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This citation  
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Quotations longer than 40 words should be formatted as block quotations. Indent the entire passage half an inch and present the passage without quotation marks. Any relevant page numbers should follow the concluding punctuation mark. If the author and/or date are not referenced in the text, as they are here, place them in the parenthetical that follows the quotation along with the page numbers.

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When citing multiple sources from the same author(s), simply list the author(s), then list the years of the sources separated by commas.

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Tables and figures are numbered sequentially (i.e., 1, 2, 3 ...). They are identified via a second-level heading (flush-left, bold, and title case) followed by an italic title that briefly describes the content of the table or figure.

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Table and figure notes are preceded by the label "Note." written in italics. General notes that apply to the entire table should come before specific notes (indicated with superscripted lowercase letters that correspond to specific locations in the figure or table). Table notes are optional.

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When a table is so long that it stretches across multiple pages, repeat the column labels on each new page. Most word processors have a feature that does this automatically.

In addition to presenting figures and tables in the text, you may also present them in appendices at the end of the document. You may also use appendices to present material that would be distracting or tedious in the body of the paper. In either case, you can use simple in-text references to direct readers to the appendices.

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Note: For the sake of brevity, the next few pages of the original paper were cut from this sample document.

Appendices begin after the references list. The word "Appendix" should appear at the top of the page, bolded and centered. If there are multiple appendices, label them with capital letters (e.g., Appendix A, Appendix B, and Appendix C). Start each appendix on a new page.

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