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In-Text Citations

Short Quotation (fewer than 40 words)
A direct quote is a word for word copy of source material. Enclose the quote in quotation marks. Include the author's last name and date of publication.

Example

It is recommended to "have your resume with you while completing the application so all information will be accurate and consistent" (Morris, 2018, p.18).

Long Quotations (more than 40 words)
The block quote is used for direct quotations that are longer than 40 words. Do not use quotation marks. Indent the entire quote 0.5 inch. Double space the entire quotation.

Example

> The actual interview is as much about you evaluating the institution and people as they evaluate you. You can have an awesome interview, but just not feel a "click". It is absolutely acceptable to ask for time to consider if you are offered the position at the interview. (Morris, 2018, p.32).

Paraphrase
A paraphrase is a quotation rewritten in your own words. Both require citations. Include the author's last name and the year of publication. Page numbers are encouraged but optional.

Example

Melanie Morris (2018) notes that its common to be nervous about interviews but if the candidate prepares the result will be a success (p.32).

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