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QUOTING

Short quotations (SQ)

Enclose quotations of fewer than 40 words with double quotation marks.

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- If your citation concludes a sentence, you should place the period after the final parenthesis.
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Its is the possessive form of it, as in "The dog wagged its tail."

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Typeface for tables	• a sans serif typeface: Arial, Helvetica, Verdana
Margins	• 1" on all sides • flush left • ragged right
Spacing	• double throughout • single spacing or one-and-a-half spacing may be used in tables or figures

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