APA Style: Formatting Quotations

Short Quotations
- Less than 40 words
- Incorporate the quote into your sentence and enclose in double quotation marks
- In the **middle of the sentence**, include citation immediately after the quotation marks

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- At the **end of the sentence**, include citation after the quotation marks, followed by a period after the citation

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Long Quotations (Block Quotes)
- More than 40 words
- Omit double quotation marks
- Start on a new line
- Indent the entire quotation about half an inch from the left margin
- Double space the entire quote
- Place citation after the final punctuation mark in the quotation

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- Use the Paragraph formatting pane in MS Word to format your block quote
  - Paragraph >> Indentation >> Left: 0.5”

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Available in an alternative format on request.