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Reference or **References** is centered bolded at the top of its own page. Sources are in hanging paragraph format. List sources in alphabetical order by the author's last name or by title if there is not an author.

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FONT: Accessible to all users. Font options and sizes: Calibri-11, Arial-11, Times New Roman-12, Georgia-11. Same font is used throughout.

LINE SPACING: Double throughout.

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  Student's Name: Two double spaced lines below title.
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ABSTRACT: If required, is on the second page.

1

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2

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The abstract summarizes the ideas presented and defines any acronyms and abbreviations in the paper. It is flush with the left margin, double spaced, and no more than 250 words. The keywords are indented ½ inch in from the left margin. Keywords is italicized and followed by a colon. Only the 1st keyword word is capitalized.
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