

Topic:	
Last Name/Surname:	
Country/Region:	
E-mail:	
Date:	

Optional : @Career / Tittle / Education level / Position in the organization / Etc...

Sharing more about your background will make our message more compelling, helping us to both attract and convert our target audience.

Microsoft word: Arial 12 Font.

Microsoft word: Margin: 2.5.

Microsoft word: Line spacing: 1.5.

This content is your own work, except where I have acknowledged the use of the works of other people.

If citing online data or content, it is necessary to indicate the source or URL.

SAMPLE

1. Citing a Magazine Article

APA Style (Common for social sciences)

Format:

Author's Last Name, First Initial. (Year, Month Day). Title of article. *Title of Magazine*, Volume(Issue), page range. URL (if online)

Example:

Smith, J. A. (2023, June 15). The power of women's coaching circles. *Business Insights*, 129(4), 45-48. <https://www.businessinsights.com/article123>

MLA Style (Common for humanities)

Format:

Author's Last Name, First Name. "Title of Article." *Title of Magazine*, Day Month Year, pp. XX-XX.

Example:

Smith, Jennifer A. "The Power of Women's Coaching Circles." *Business Insights*, 15 June 2023, pp. 45-48.

Chicago Style (Author-Date)

Format:

Author's Last Name, First Name. Year. "Title of Article." *Title of Magazine*, Month Day, Year.

Example:

Smith, Jennifer A. 2023. "The Power of Women's Coaching Circles." *Business Insights*, June 15, 2023.

2. Citing an Image or Photograph

This is a two-part process: a **caption** under the image and a detailed entry in a "**Sources**" or "Credits" section.

A. In the Caption (Beneath the image):

This is a brief attribution that immediately tells the reader the source.

Format:

Fig. X Brief description of the image. © Copyright Year Copyright Holder/Source.

Example:

Fig. 2 A group coaching session for women. © 2023

Afortunadas. *Source: [Afortunadas.com](https://shopafortunadas.com).*

B. In the "Sources" or "Image Credits" Section:

This is the full, formal citation, usually found at the end of the magazine or in the opening pages.

Chicago Style Format:

X. Description or title of image. Year. Source (Website Name, Magazine Name, etc.). URL (if online).

Example:

2. Participants in an Afortunadas coaching program. 2023. Afortunadas Official Website. <https://shopafortunadas.com/tienda/>.

Formal Permission Note (Best Practice):

Fig. 2. Reprinted with permission from Afortunadas. Source: Afortunadas Official Website (<https://shopafortunadas.com/tienda/>).