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Title: Subtitle

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All text – including titles, quotations, notes and list of works cited – uses double-line spacing. Body text and note text use a half-inch first-line indent. The list of works cited uses a half-inch hanging indent. Table titles and source text use a quarter-inch indent. Access all of these text formats in the Styles gallery on the Home tab.

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For quotations of more than four lines, indent the quote one inch from the left margin and do not use quotation marks. To apply this formatting, on the Home tab, in the Styles gallery, click Quote. For shorter quotations, you can put them in quotation marks and incorporate them directly into text.

Table 1

This table title uses a style named “Table Title”, available on the Home tab, in the Styles gallery

| Column Heading | AdditionalColumn Heading | AdditionalColumn Heading | AdditionalColumn Heading |
| --- | --- | --- | --- |
| Row heading | Table text | Table text | Table text |
| Row heading | Table text | Table text | Table text |
| Row heading | Table text | Table text | Table text |

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Works Cited

AuthorSurname, FirstName. Title of the Book Being Referenced. City Name: Name of Publisher, Year. Type of Medium (e.g. Print).

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