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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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Table 1

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

| Column Heading | Column Heading | Column Heading | Column Heading |
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Fig. 1. [This figure caption uses the No Indent style, available on the Home tab, in the Styles gallery. Label figures with the abbreviated “Fig.” and a figure number.]

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Works Cited

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

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