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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. To access all of these text formats, have a look at Styles on the Home tab of the ribbon.]

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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. This style is named Quote. Apply this or any text style with just a tap, on the Home tab, under Styles. Note that, for shorter quotations, you can put them in quotation marks and incorporate them directly into text.]

Table 1

[This sample table is formatted to follow MLA guidelines. To add a new table, tap Table on the Insert tab. When you create a new table in this document, it will automatically use MLA formatting.]

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Source: [This source text uses a style named Table Source.]

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Fig. 1. [This figure caption uses the No Indent style. Label figures with the abbreviation “Fig.” and a figure number.]

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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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