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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, on the Home tab of the ribbon, check out Styles.]

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Table 1

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

	Column Heading	Column Heading	Column Heading
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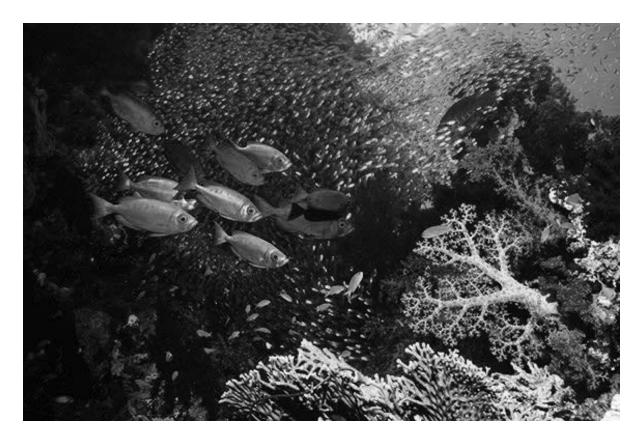


Fig. 1. [This figure caption uses the No Indent style. Label figures with the abbreviation "Fig." and a figure number.]

[There is a sample *Works Cited* list that follows. The body content on that page uses the Bibliography style. Note that MLA rules for citations and references are extensive. So it's a good idea to refer to *MLA 7th Edition* for further information.] (AuthorLastName Pages)

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Works Cited

AuthorLastName, FirstName. Title of the Book Being Referenced. City Name: Name of

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