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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 on the Home tab, in the Styles gallery.]

[MLA format discourages extensive use of content notes. But, when you need to add notes, you can use either endnotes or footnotes. MLA 7th Edition indicates that you should use a superscript, Arabic numeral at an appropriate place in the text for the note reference. To begin the note text, use the same numeral, not superscript, and followed by a period.]

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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 | Column Heading | Column Heading | Column Heading |
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Source: [This source text uses a style named “Table Source”, available on the Home tab, in the Styles gallery.]

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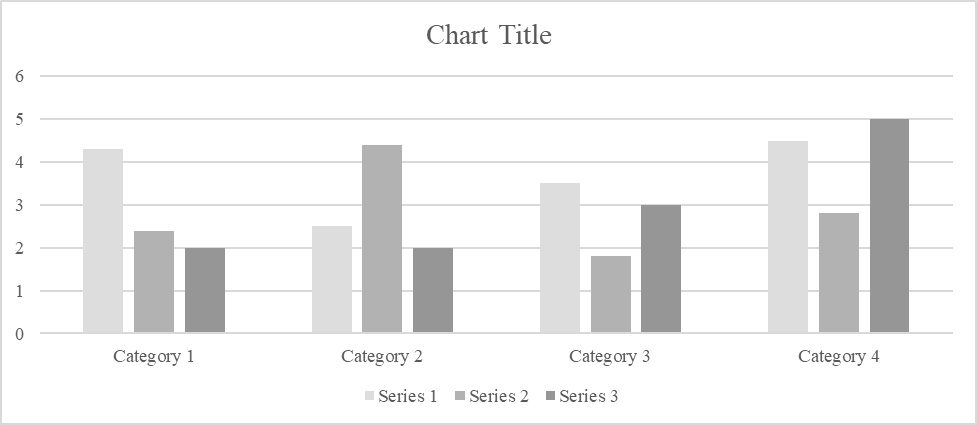


Fig. 1. [This figure caption uses the No Indent style, available on the Home tab, in the Styles gallery. Label figures with the abbreviated “Fig.” and a figure number.]

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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).

LastName, First, Middle. "Article Title." *Journal Title* (Year): Pages From - To. Print.