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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.]

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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
Row Heading	Table data	Table data	Table data
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Source: [This source text uses a style named "Table Source", available on the Home tab, in the Styles gallery.]

a. [This note text uses a style named "Table Note", available on the Home tab, in the Styles gallery. Table notes use a lowercase letter instead of Arabic numerals to differentiate them from the notes to body content.]
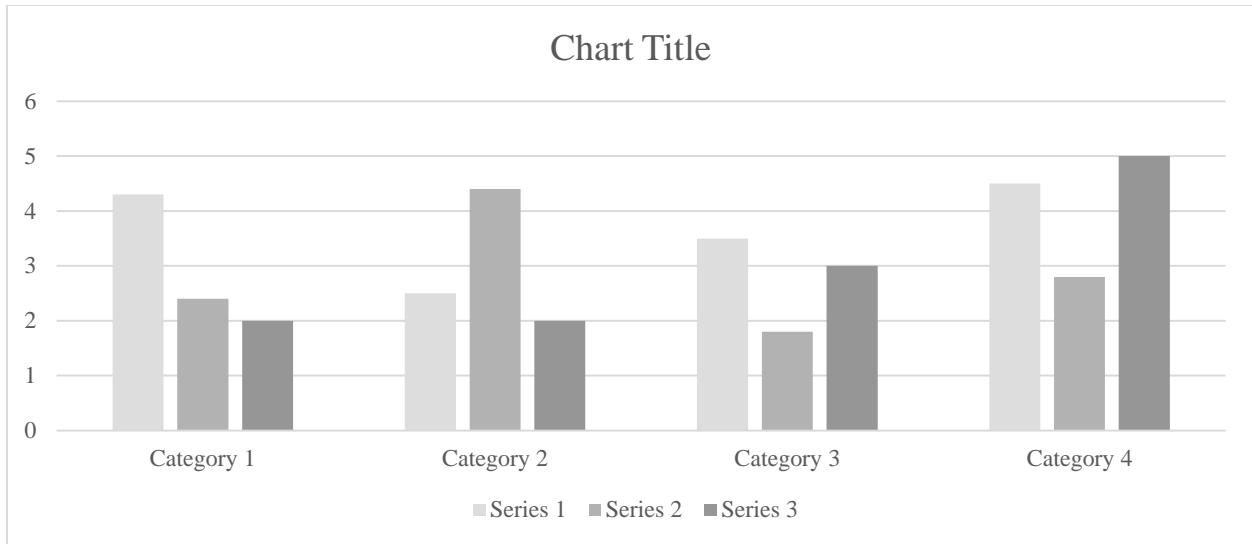
Fig. 1. [This figure caption uses the No Indent style, available on the Home tab, in the Styles gallery. Label figures with the abbreviated "Fig." and a figure number.]

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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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