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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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Table 1

[This Table Title Uses a Style Named “Table Title”, Available on the Home Tab, in the Styles Gallery]

	Additional	Additional	Additional
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.]

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.]

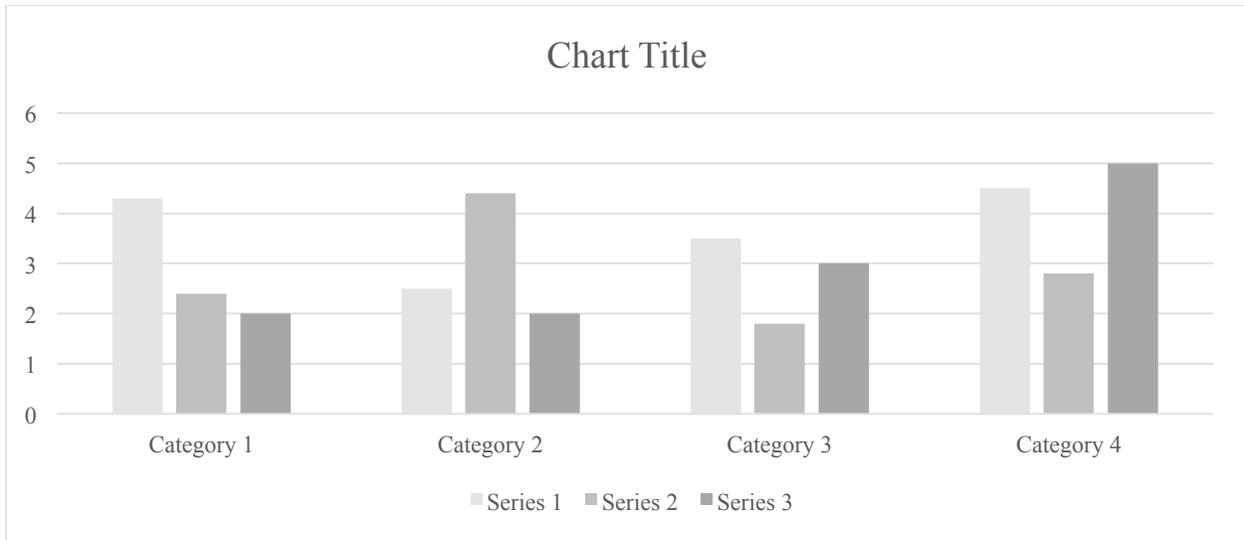


Fig. 1. [This figure caption uses the No Indent style, available on the Home tab, in the Styles gallery. Label figures with the abbreviated “Fig.” and a figure number.]

[The sample *Works Cited* list that follows was created using the Bibliography feature available on the References tab. This feature offers the option to specify MLA style, so that your references are automatically formatted correctly. You can also use this feature to add in-text citations, such as the one shown at the end of this paragraph. To add page numbers to a citation after you insert it, right-click the citation and then click Edit Citation. Note also 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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For additional guidance on formatting your research paper, consult *MLA 7th Edition* as well as your instructor.

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.