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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

<table>
<thead>
<tr>
<th>Column Heading</th>
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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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