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- Authors must submit an electronic copy of the manuscript formatted in Word as an email attachment. Typically 2–3 anonymous reviewers critique each manuscript considered for publication.
- 3. Use endnotes for all references. Each note must have a unique number. Follow *The Chicago Manual of Style* (16th ed., sections 14.1 to 14.317).
- 4. While figures and diagrams may be embedded within the Word text file of the manuscript, authors are required to also send them as individual electronic files (JPEG or TIFF format). Figure captions should be provided as a list at the end of the manuscript text. Authors are encouraged also to submit a sample of graphic art that can be used to illustrate their manuscript.

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