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1) Manuscript should be double spaced and submitted in one of three ways:

   a) Microsoft Word or Wordperfect disk, or saved as an ASCII or ANSI text file if other program is used, accompanied by one paper copy.
   b) 8.5" X 11" bond original with one copy. *(Disk is preferred)*
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2) References or endnotes should appear at the end of manuscript, footnotes should not be used. Manuscript should conform to the *Chicago Manual of Style*, 14th edition. Pages should be unnumbered.

3) Pictures and art work should be in black and white, and graphics should be of good technical quality. Visuals cannot be returned.

4) Authors are responsible for the accuracy of all materials including quotations, references, etc.

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