AUTHOR GUIDELINES

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File format	The preferred formats are Microsoft Word for Windows or Macintosh, or Rich Text Format. Word compatible files written by other software (e.g., OpenOffice) may be submitted. Other formats such as PDF files may be acceptable subject to prior consultation with the Editors. Printed versions ("hard copy") are not acceptable. Compressed file formats such as "zip" are not acceptable unless there are agreed, pre-arranged reasons.
Page setup	Page size A4 with margins set to: Top: 3.0 cm Bottom: 3.0 cm Orientation: Portrait (never use landscape) Left: 3.0 cm Right: 3.0 cm
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