

Guidelines for Marking Manuscripts

1. Use any modern Word Processor you like, as long as you save the documents in .docx, .doc, or .rtf format. I personally will be formatting the documents in Microsoft Word, but as long as the documents are saved using one of the three formats listed it won't matter.
2. When each article is ready, be sure the text conforms to the following:
 - Single Spaced
 - All text of the articles appearing in the style it should appear in the journal (i.e., if a word should be *italic*, **bold**, ***bold italic***, etc. in the journal, make sure it is *italic*, **bold**, ***bold italic***, etc. in the manuscript—no underlining or ~~strikethrough~~ should be used, unless specifically called for).
3. Within the text file, identify the various formatting elements, such as:
 - A-Heads (<A-Head>)
 - B-Heads (<B-Head>)
 - C-Heads (<C-Head>)
 - Extracts (<Extract>)
 - whether the paragraph following an Extract should be set Flush Left(<FL>), or as a new paragraph
 - Note numbers
 - where to insert images and tables (<Image 1>, <Table 1>)
 - any other special formatting (i.e., a line space between paragraphs should be clearly indicated with <LINE SPACE>)
4. **Images:** Please do not embed images into the text file. Please provide any images as separate files, in either TIFF, JPEG, or PDF format. Use a code to indicate where it should appear (i.e., <Image 2>). Keep in mind that images may not fit specifically where you indicate, but will be placed as close as possible, depending on the text layout.
5. **Tables:** It is preferable that you do not embed tables with the text of your document. Create the table in a separate document and use a code to indicate where it should appear (i.e., <Table 3>). I will take your tables and reformat them, so there is no need to format them perfectly. As long as I can tell what the Table Title is, the Column Headers, and that the information in the table is Tab delimited, that is all I need. Remember, I will be changing the table's font, font size, and width to those that match the journal. Keep in mind that tables may not fit specifically where you indicate, but will be placed as close as possible, depending on the text layout.

As always, if you have any questions or need clarification, please feel free to contact me.