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## MANUSCRIPT CHECKLIST

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- Title no longer than 90 characters (including spaces)
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- No more than 30 references

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- Abbreviations and symbols defined on first use
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- Equations and special characters in Word in 'normal text' or Symbol font (Word Equation Editor avoided where possible)
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Word or rtf formats are preferred, unless there is very extensive use of special characters or equations. Such formats enable on-screen subediting and the preparation of a 'pre-proof', when the editing can be checked before formal proofs are prepared. We have found that this minimizes the chance of errors being inadvertently introduced.

- Word conversion not practicable

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