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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.

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- Discrete items of the Supplementary Information (for example, figures, tables) referred to at an appropriate point in the main text (print version) of the paper
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