

## Manuscript Preparation Guidelines

- Manuscripts should be submitted in Word.
  - Use a normal, plain font (e.g., 10-point Times Roman) for text.
  - Use italics for emphasis.
  - Use the automatic page numbering function to number the pages.
  - Do not use field functions.
  - Use tab stops or other commands for indents, not the space bar.
  - Use the table function, not spreadsheets, to make tables.
  - Use the equation editor or MathType for equations.
- Headings
  - Please use no more than three levels of displayed headings.
- Abbreviations
  - Abbreviations should be defined at first mention and used consistently thereafter.
- The maximum number of pages allowed are 10
- The maximum similarity index of the paper must be below 15%