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1. Approximate length of article — not including figures, tables, endnotes, bibliography, or appendixes — should be 7,000 to 12,000 words, or 24 to 40 pages, double-spaced at about 300 words per page.

2. Place each figure and table on a separate page, and indicate in the article where each should be inserted. A note (labeled “Source:”) stating source of data must be included for all tables (at bottom) and for figures where appropriate.

3. Include an abstract, or a short summary of the article, approximately 150 words long, also double-spaced, at the beginning of the article. Use the label “Abstract.”

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