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2. Place each figure and table on a separate page, indicating where in the article it should be inserted. Include below each one, when pertinent, a full note labeled "Source," crediting the originator of the data. Should permission to reprint material from the source be necessary, request it and the desired credit line from the copyright holder, in writing, and submit it with the article. Should the methodology of the article require explanation, place it on separate double-spaced pages under the heading "Methodology."
3. Provide an abstract — a short summary of the article — of about 150 words, double-spaced, labeled "Abstract," as well as a one-line author identification. The latter should include professional title and affiliation and brief description of your work. For articles by multiple authors, identify each one.

Example: Shaun O'Connell, professor of English at the University of Massachusetts Boston, teaches and writes on contemporary Irish and American literature.

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