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The document mode or its equivalent in the word-processing program should be used; i.e., files should not be saved in “Text Only” (ASCII) mode. If a non-Western version of word-processing software is used to prepare the manuscript, the file should be saved in rich-text format (RTF). “Hard returns” should only be used to end headings and paragraphs, not to break lines of text. Spaces should not be inserted before punctuation.



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