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To aid in reviewing manuscripts and for efficient publication of the *Journal*, contributors are requested to use the following guidelines in preparing manuscripts for submission to the *JARE*.

1. *Cover letter.* In a cover letter accompanying the manuscript, the author must indicate (a) why the manuscript would interest *JARE* readers; (b) whether the material in the manuscript (or modification thereof) has been published, is being published, or has been submitted for publication elsewhere; (c) that the material in the manuscript, to the best of the author's knowledge, does not infringe upon other published material protected by copyright; and (d) that the author has read and agrees to the policy outlined in the next paragraph.
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