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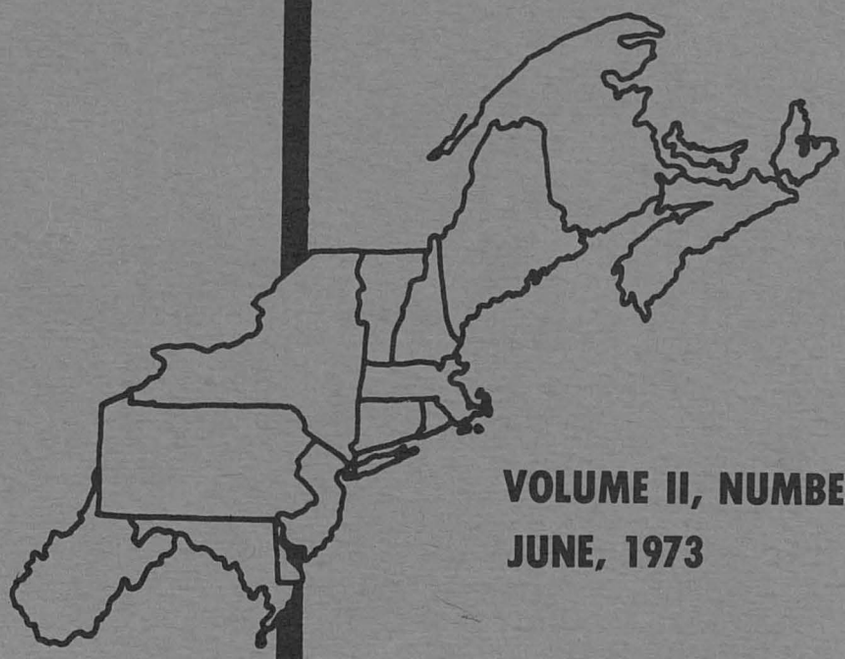

VOLUME II, NUMBER I
JUNE, 1973

INSTRUCTIONS FOR MANUSCRIPT PREPARATION

TITLE (Centered and in Caps 13th line from top)

Name
Title
Department
Institution

centered

(triple space)

Subheadings

Typed at left margin with first letter of main words capitalized.

Subheadings should be underlined.

Double space between paragraphs.

Paper should be 8-1/2" X 11" - smooth finish such as duplicator paper.

Single space - 5 space paragraph indentation - Prestige Elite Type.

Footnotes

Should be numbered consecutively throughout the text and typed at the bottom of the page. Footnotes should be noted in the text as follows: raised numerals with an underscore and slash - 1/

References

Should be noted within the text as numerals within brackets [1] and listed at the end of the text.

All pages should begin on the 9th line from the top.

Margins are as follows:

1-1/2" top and left side
1" right side and bottom

1/ Footnotes should be typed at the bottom of the page and single spaced. The typist should arrange the page so that there is still a 1" margin at the bottom of the page after the last footnote has been typed.

Table Preparation

Table _____
Table Title

The table and number should be centered either at the 9th line from the top of the page or triple spaced below the last line of text, depending on the location of the table within the text. The table title should be centered on the next line with only the first letter of important words capitalized.

After the table title has been typed, double space and draw a line across the page (but within the margins), then single space and begin typing the column headings.

Tables should be numbered consecutively throughout the text and should follow the paragraph in which there is a table reference (if possible). If not, the table should be typed on the next page, then triple space and begin typing the rest of the text.

Please refer to the example below.

Table 1
Estimated Annual Value of Net Social Returns to Poultry Research for Selected Years in Millions of 1958-1960 Dollars

Year	Feed Efficiency K	Total Productivity K
1940	46	12
1945	188	91
1950	461	400
1955	598	878
1960	494a/	904

a/ The decrease in value of net social returns from 1955 to 1960 is due to the fact that the value of net inputs used rose faster than gross social returns rather than to a reduction in feed efficiency.

Regardless of the size of the table, the margins should be the same as those used for the text - 1-1/2" on top and left side - 1" on right side and bottom.