

GUIDELINES FOR MANUSCRIPT SUBMISSION

ELIGIBILITY: At least one author must be a member of NAEC.

SUBMISSION: Four copies of the manuscript should be submitted. A manuscript can be submitted at any time but the fall issue is reserved for the proceedings of the annual meetings. All other papers will be published in the spring issue.

TITLE PAGE AND ABSTRACT: On a separate page list the title of the paper, the authors, their titles and affiliations, and an abstract not to exceed 100 words. The title will be repeated on the first page of the manuscript but not the authors' names.

TYPING: The manuscript should be typed on 8½ x 11 standard weight paper and all material including references and footnotes should be double spaced.

TABLES: Each table should be on a separate page. All copies should be clear, double spaced if possible, vertical rules omitted, and titles should be short and descriptive.

FIGURES: Prepare on heavy white paper using india ink or other materials suitable for photographic reproduction. Most will be reduced so typescript should be avoided.

MATHEMATICAL NOTATION: Use only essential notation and use standard type to the extent possible. Asterisks, primes, *etc.* should be used instead of tildes, carats, *etc.*

FOOTNOTES: Use footnotes only for non-reference material. Number them consecutively and type double spaced on separate pages at the end of the manuscript. Any acknowledgments should be the first footnote and it should not be numbered.

REFERENCES: List references alphabetically and unnumbered on a separate page or pages at the end of the manuscript with the heading, "REFERENCES." Only list those actually cited. Refer to references by the names of the authors. Cite the year of the publication if an author has more than one reference cited. If there is more than one in a given year then use, e.g., 1971a, 1971b, *etc.* Authors can be referred to in the text parenthetically as (Smith) or (Jones 1971) or (Smith p. 5) or the names can be used as part of a sentence such as "Smith and Jones maintain . . ."

REVIEW: All manuscripts submitted will be refereed by the editorial board and others selected for their professional competence. Papers presented at the annual meeting will normally be printed in the proceedings issue (October) but may be subjected to additional review at the discretion of the editor.

PAGE CHARGE: A page charge is billed to the department or agency after the article is accepted for publication.

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