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**ELIGIBILITY** At least one author must be a member of NAREA

**SUBMISSION** Three copies of the manuscript should be submitted. A manuscript can be submitted at any time but the deadlines for consideration for the fall and spring issues are, respectively, May 31 and November 30

**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

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**TABLES** Each table should be on a separate page in camera ready condition. Titles should be short and descriptive

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**FOOTNOTES** In general, the use of footnotes should be avoided. Use footnotes only for nonreferenced 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

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

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