Template for Word Documents

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Abstract

The abstract should be 250 words or less. Main body of the manuscript should start on its own page.

1. Sections

Sections should be numbered with Arabic numerals. Subsections (second-level headings) should be numbered 1.1, 1.2., 1.3., etc.; third- and fourth-level headings should be numbered 1.2.1., etc., and 1.2.1.1., etc. First-level titles (e.g. SECTION 1) and Appendix titles should all be in capital letters; the titles of second-, third-, and fourth-level sections (e.g. Section 1.1, Section 1.1.1., Section 1.1.1.1., etc.) should capitalize on the first letter of each word, except for articles, conjunctions, and prepositions.

1. Acknowledgments

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Mathematics

For convenience of citation of equations, authors should number all displayed equations. Plain sequential numbering through the manuscript is preferred, with Appendix equations numbered as, for instance, (A79), or starting a new sequence with (A1).

Equations should not be referred to by their numbers alone; that is, say “substituting in equation (45)” rather than “substituting in (45).”

**(You may use the equation editor built into Word or the plugin MathType)**

Tables

Tables should be numbered consecutively with Arabic numerals and should be cited in the text by number (e.g., “see Table 1”). Each table must be mentioned at least once in the text, and in proper numerical order. In the final article, the placement of tables will be determined by their first mention in the text. Tables should not be divided into parts, that is, related tables should be numbered separately, not given as Tables 3A and 3B. Tables in an appendix may be numbered in the same sequence as the text tables, or may begin a new sequence (e.g., Table 9 or Table A1).

Every table should have a concise title (less than a sentence); more extensive descriptions or secondary information should be incorporated in a note to the table. All tables are typeset with horizontal rules only; no vertical rules are used. Tables should not contain empty rows. Each column, including the first, must have a heading. Column headings should label the entries concisely (one or two words); the first letter of each word is capitalized. Units of measurement should be given in parentheses immediately below the column headings, not listed with the data in the body of the table. To indicate the omission of an entry, ellipsis dots (…) are used.

Figures

Authors should submit all two-dimensional figures electronically as vector Encapsulated PostScript (EPS) files or Portable Document Format (PDF) files. Scalar (PNG, JPG, TIFF) formats are also acceptable, but the author should submit files with resolutions that would result in 300 DPI on the final PDF page. Files with multiple pages are not allowed. Spelling and use of numbers and units in figures should conform to usage in the body of the text and figure legends.

Figures should be numbered consecutively with Arabic numerals and should be cited in the text by number (e.g., “see Figure 1”). Each figure must be mentioned at least once in the text, and in proper numerical order. Each figure can span at most 3 pages in the final article PDF; longer extended figures must appear in an online-only format (see Figure Sets). In the final article, the placement of figures will be determined by their first mention in the text.

Figure legends should clearly and concisely label and explain figures and parts of figures. The first sentence of each figure legend should be a descriptive phrase, omitting the initial article (the, a, an). In multi-part figures, the legends should distinguish (a), (b), (c), etc., components of the figure. Note that if parts are identified in the legend as (a), (b), (c), particularly for single figures composed of multiple panels, these letters should be clearly labeled in the figure itself. Otherwise panels should be referred to by position (top right, top left, middle, bottom, etc.). All lines (solid, dashed, dot-dashed, dash-dotted, etc.) and symbols (filled or open circles, squares, triangles, crosses, arrows, etc.) should be explained in the legend. Graphics or glyphs should not be used in figure legends.

Authors are encouraged to embed their figures and tables around the sections where they are first mentioned.

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