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- Make sure you use uniform lettering and sizing of your original artwork.
- Preferred fonts: Arial (or Helvetica), Times New Roman (or Times), Symbol, Courier.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Indicate per figure if it is a single, 1.5 or 2-column fitting image.
- For Word submissions only, you may still provide figures and their captions, and tables within a single file at the revision stage.
- Please note that individual figure files larger than 10 MB must be provided in separate source files.

A detailed guide on electronic artwork is available.

**You are urged to visit this site; some excerpts from the detailed information are given here.**

**Formats**

Regardless of the application used, when your electronic artwork is finalized, please 'save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

- EPS (or PDF): Vector drawings. Embed the font or save the text as 'graphics'.
- TIFF (or JPG): Color or grayscale photographs (halftones): always use a minimum of 300 dpi.
- TIFF (or JPG): Bitmapped line drawings: use a minimum of 1000 dpi.
- TIFF (or JPG): Combinations bitmapped line/half-tone (color or grayscale): a minimum of 500 dpi is required.

**Please do not:**

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.
• Supply files that are too low in resolution.
• Submit graphics that are disproportionately large for the content.

Color artwork
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Figure captions
Ensure that each illustration has a caption. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables
Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

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Reference Style
Text. References in the text to publications should include the author's name, the year of publication, and, if necessary, page numbers, as in the following example: Although this type of conversational coordination has been investigated from different points of view over the years (Sacks et al., 1974; Van Dijk and Kintsch, 1983; Schiffrin, 1987a, b), a general theory of language use accounting for it, is still, in Kasher's (1991b:129) words, "...".

List. An alphabetically arranged reference list containing all works referred to, both in the text and footnotes (and possibly the abstract), should be included at the end of the manuscript. Authors' full first names should be always be given (unless the authors themselves customarily use only initials); however, editors of collected volumes may be referred to by their initials only. References to two or more works by the same author in a single year should be accompanied by a lower-case "a", "b", etc. after the year of publication, both in the reference list and in citations in the text. References to books should include the place of publication and the publisher's name, and references to articles in journals should include volume and page numbers; titles of books (not of articles) should furthermore be capitalized.

Compare the following examples:

Reference to a journal publication:

Reference to a chapter in an edited book:

Reference to a book:

Multiple references to the same author:

Reference style
Text: All citations in the text should refer to:
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2. Two authors: both authors' names and the year of publication;
3. Three or more authors: first author's name followed by 'et al.' and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically. Examples: "as demonstrated (Allan, 2000a, 2000b, 1999; Allan and Jones, 1999). Kramer et al. (2010) have recently shown ....".

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Reference to a chapter in an edited book:
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