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- Dates in the form: 1 January 2009.
- Headings (bold title case and centered).
- Subheadings (italic title case and centered).
- Acronyms/abbreviations should always be spelled out in full on first use in the text.
- The 24-hour clock is used for time, e.g., 0800, 1300, 1800.
- Use percent rather than % except in figures and tables.
- For numbers, spell out numbers less than 10.
- Make use of 21st style where appropriate.
- Keep capitalization to a minimum.
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- Avoid a paper that is just descriptive; rather engage in analytical rigor and assessment.
- Avoid policy recommendations in the analysis part of paper; leave this, if applicable, for a separate section at the end of the paper.
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