January 2010

Notes for Contributors

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All maps, diagrams, charts, and graphs should be referred to as figures and consecutively numbered and given appropriate captions. Captions for each figure should be submitted on the same page as the figure to avoid confusion. Tables should be kept to a minimum and contain only essential data. Each figure and table must be given an Arabic numeral, followed by a heading, and be referred to in the text. Figures and tables are not to be embedded in the text. Each table and figure should be clearly labeled. In the text, make sure and clearly explain all aspects of any figures or tables used.

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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.
- Concise paragraphs and sentences are desirable.
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- 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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