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Use double-spacing throughout.

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Use double quotation marks for material written by other authors; to indicate titles of journal articles, chapters in books.

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Put all quotation marks inside following punctuation.

Cited forms should be italicized. With computer, use italics instead of underscoring.

With typewriter, single underlines for italics, double underline for small caps. Type on one side of paper only.

Single space after period.

Use a comma after e.g., i.e., viz.,

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