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5. **Manuscript Style/Format.** Manuscripts must be on quality 8½" × 11" paper with 1" margins, and should not exceed 30 pages. Type only on one side of the paper, using left-margin justification only. Double-space all material throughout the manuscript, including abstract, acknowledgments, footnotes, and references. Use 12-point Times New Roman font style throughout.
6. **Abstract.** On a separate page, include an abstract not exceeding 100 words, followed by no more than eight key words or short phrases listed in alphabetical order (set the phrase Key Words: in italics and the key words themselves in roman).
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10. **Tables.** Place each table on a separate page immediately after the references.
11. **Figures.** Place each figure, chart, or graph on a separate page immediately after the tables. **We discourage the use of figures unless they are absolutely necessary.**
12. **Mathematical Formulations.** Use Arabic numbers enclosed in parentheses placed flush left on the first line of the equation. Number equations consecutively throughout the manuscript. Indent the equation after the equation number. Punctuate all mathematical material.
13. **Submissions.** Electronic submission is required. Prior to sending, please place the title page and manuscript in separate files and save as a .pdf file. Submit these files along with the cover letter (as .pdf file) to the electronic editorial management system at [editorialexpress.com/jaae](http://editorialexpress.com/jaae). At least one co-author must be a member of the SAEA. Membership is available on-line at the SAEA payments page.

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