

## GUIDELINES FOR ELECTRONIC SUBMISSION

Electronic submission '*E-Submission*' has the advantage that improves the efficiency and accuracy of our editorial procedures and the quality and timelines of the manuscripts published. The electronic manuscript should be prepared according to the following guidelines.

### ***Text and Tables***

1. Microsoft Word is preferred for the text. If the manuscript has been prepared with one of other word processing programs, export the native application format to a Microsoft Word document or plain text. Do not deliver any text files that contain tables and figures.
2. Do not type any space characters at the beginning of the first line of each paragraph to indent a word. Instead, if necessary, use the word processor's automated feature to indent. Additionally, there should be one space between all sentences, but not two or more spaces.
3. Microsoft Excel is highly recommended for preparation of tables. Avoid the use of word processor's automated features to create tables. In the case of using word processing programs, tables should be typed single-spaced, and numerals and text should be justified in column by using 'TAB' keys. Do not type any space characters for justification.
4. Do not include any 'Macro' procedures in the manuscript files produced by Microsoft Word and Excel programs, in order to avoid computer troubles.

### ***Figures***

1. All figure files in TIFF, JPEG, GIF, or EPS (with preview) formats are fully acceptable for electronic submission. If author(s) cannot produce figure files in any of these acceptable formats, please contact the Editorial Secretary.
2. Journal quality reproduction will require black and white or grey scale files at resolutions yielding approximately 300 dpi. Bitmapped line art should be submitted at resolutions yielding 600-1200 dpi.
3. Prepare as separate files from the main text file.

### ***File names***

1. Name the text, tables, and figure files with author's last name, the number of tables and figures, respectively (e.g., LastName.doc, Table1.txt, Table2.xls, Figure1.eps, etc).
2. All files should be given the three-letter extension that identifies the file format used. Macintosh users should maintain the MS-DOS/Windows 'the three-letter extension' file-naming convention as follows: plain text (.txt), Microsoft Word (.doc or .docx), Microsoft Excel (.xls or .xlsx), TIFF (.tif), JPEG (.jpg), GIF (.gif), and EPS formats (.eps), respectively.