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1. The author should keep a complete copy of the submitted article.
2. An abstract (not exceeding 100 words) should accompany each copy of the manuscript.
3. Manuscripts should be typed, on high quality A4 or quarto bond paper, on one side only with at least double spacing, and with a margin of at least 4 cm all around. Diagrams and figures must be submitted in a form suitable for reproduction.
4. The conventions of : *A manual for authors of mathematical papers* published by the American Mathematical Society should be used, but references should be in alphabetical order presented as follows in the bibliography:

W. W. Boone (1966), 'Word problems and recursively enumerable degrees of unsolvability. A sequel on finitely presented groups', *Ann. of Math.* 84, 94-84.

W. W. Boone and G. Higman (1974), 'An algebraic characterization of groups with soluble word problem', *J. Austral. Math. Soc.* 18, 41-53.

I. N. Marchenmacher (1962), *Introduction to Cybernetics* (C.U.P., 2nd ed. 1962).

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5. Eschew abbreviations such as "Thm", "iff", "eqn", "etc", "e.g.", "i.e.", "q.e.d.", "w.r.t.". Spelling and use of hyphens should be consistent.

6. A separate page "Notes to the Composer" should include a list of all symbols and foreign letters.