

JAAE Manuscript Submission Guidelines

Contributors of manuscripts who closely adhere to the following guidelines will receive prompt and efficient consideration.

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1. **Copyright.** The *JAAE* is copyrighted. Authors will be required to sign a release form, when manuscripts are accepted, which will prohibit publication of material contained in the article elsewhere unless specific permission is granted by the editor(s).
2. **Publication Costs.** Authors of accepted manuscripts will be expected to assume obligation for payment of page charges, currently \$75 per page.
3. **Author Information.** Due to the double-blind review process used by the *JAAE*, authors should only provide their identity on the title page of the manuscript.
4. **Manuscript Style/Format.** Manuscripts must be on quality 8½" x 11" paper with 1" margins, and be approximately 30 pages in length. 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. You must use either Word or WordPerfect for your manuscript, but we prefer Word.
5. **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).
6. **Footnotes.** Number footnotes consecutively throughout the manuscript. Type the content of the footnotes on separate pages placed immediately after the main text. Footnotes should not be used solely for citations or directives to other literature. Reference citations should be incorporated into the main text or into the text of the footnotes.
7. **References.** Place all references cited in the text, alphabetized by author's last name (use initials for first names), on separate pages immediately after the footnotes.
8. **Tables.** Place each table on a separate page immediately after the references.
9. **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.** (Note: Figures of accepted manuscripts will be required to be set in PDF format in separate files.)
10. **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.
11. **Copies.** Please send **four copies** of your manuscript to:

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