

Preparing the Final Version of Your Accepted Manuscript

After your Associate Editor has made a Provisional Acceptance decision, the manuscript moves to the Editor-in-Chief.

1. The EIC will review your manuscript for any last changes and may contact you about minor changes. These are normally editorial in nature and are designed to speed up the typesetting/copyediting process.
2. Prepare the final version of your manuscript as an MS Word or RTF document.
3. **Headings and Sections**
Please use only three levels of headings. Use bold- face for all three. *Main headings* (all capital letters; centered) are first. *Second-level headings* (title-style letters; flush left) are next. *Third-level headings* (first letter of first word capitalized; indented; italicized; and run into paragraph) are next. Do not number section headings. Don't skip steps: no second-level headings before you use a first-level heading, for instance. Use second- and third-level headings in sets of two or more.
4. Check to be certain the final version of the manuscript is:
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 - References must include the DOI (if available) and the DOI must be hyperlinked.
 - Formatted with page numbers.
5. Prepare a Title Page that contains the following information:
 - Title of manuscript, all author name(s), affiliation, address, telephone number, and e-mail address for each contributing author. Please identify the corresponding author.
 - Acknowledgments (optional)
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 - If your article is part of a Special or Themed Issue, please see the instructions below.
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7. Ensure that all figures are of high resolution (greater than or equal to 300 dpi). If you are submitting photographs, please provide jpeg or TIFF files. (Photographs lose resolution when embedded in Word documents and therefore, come out blurry in print.) If diagrams etc. have been created in PowerPoint, please include the PowerPoint file.
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