

TABLE OF CONTENTS

LIST OF TABLES	vi
LIST OF FIGURES	vii
INTRODUCTION	1
CHAPTER 1	4
MANUSCRIPT REQUIREMENTS	5
CHAPTER 2	7
FORMAT REQUIREMENTS	7
Paper	9
Word Processing.....	10
Margins.....	12
Spacing	13
Page number placement	14
Numbering	17
Landscape pages	19
Divisions and Sub-divisions	22
Footnotes	22
APPENDICES	26
APPENDIX A: Glossary	31
APPENDIX B: Examples.....	33
BIBLIOGRAPHY	35