Title

Author’s name

institution

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[repeat in case of more than one author]

**Abstract**

Summary of the proposed communication (up to 300 words).

**Keywords**

Include up to five keywords, separated by semicolon.

**Second level headings 12pt bold**

Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified. Main text 10pt and justified.

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**Key Formatting Issues**

These instructions should, wherever there is doubt about the standard to be used in issues not considered here, be supplemented by the Chicago Manual of Style, available at

<http://www.chicagomanualofstyle.org/home.html>

1. Please supply the files in Word format. In the case of photographs/figures/tables that need to be placed in a separate section please include these in a separate file, ensuring that images are labelled with captions that are consistently positioned and formatted (see more details below). All in-text material must be included in the main files of the manuscript.

2. Please ensure that each chapter of your text and endmatter (appendixes, endnotes, bibliographies, index) begins on a new page.

3. Use double quotation marks for all cases (including single words) except for quotes within quotes.

4. When using m-dashes, do not leave any spaces before or after the mdash, e.g. trying to be—assuming it works—some kind of nobility... Also, do not use m-dashes with other sorts of dashes.

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3. Call your pictures or illustrations Fig. 4-3 or Ex. 2-3. The first number refers to the chapter number and the second to the illustration or image number within the chapter

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1. Do not use different types of formatting for different rows or columns unless you would like to differentiate between headings and body text.

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